

State of North Dakota



Module 7 - Billing

PeopleSoft Financials 9.0

Introduction

The PeopleSoft Financials Training Guide was produced by using the User Productivity Kit (UPK) / On Demand Training application. The Training Guide is comprised of 3 levels:

- Module – PeopleSoft component
- Lesson – Description level
- Topic - Procedure

All levels are identified with the prefix “ST” for STATE.

PeopleSoft Financial Modules Training Guides are available on the Office of Management & Budget website: www.nd.gov/fiscal/accounting/manuals.

The PeopleSoft Financials Module Online Tutorials and Job Aids are available by clicking on the Help menu in PeopleSoft Financials.



Notice to Users:

- All Training Guide content was recorded in the PeopleSoft Test environment (NDFT). The NDFT logo will appear on the screen shots in this document; however, this will not be seen in the Production environment.
- The PeopleSoft Tools upgrade was implemented in October 2010. This change does not affect the actual material represented in the Training Guides/Job Aids; however, the main menu screens in the training material may look different than the actual PeopleSoft Production environment.



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ST Module 7 - Billing

Billing Module

PeopleSoft Billing processes billing information to create invoices. The Billing module allows you to:

- Create customers
- Create bills
- Receive billing data from other PeopleSoft applications
- Receive billing data from non-PeopleSoft applications
- Create inter- and intraunit bills
- Review and validate bills
- Adjust invoices

To view or print the Billing Training Guide, click on OMB's training webpage:
(<http://www.nd.gov/fiscal/accounting/manuals>)

ST Lesson 7.1 - Creating Customers

Creating Customers

Governmental entities, businesses or individuals who owe agencies for goods or services rendered are defined as customers. A customer must be set up prior to creating a billing/receivable. The user has the option of assigning a unique Customer ID or allowing the system to assign a pre-defined auto-number.

PeopleSoft Billing allows you to identify different types of customer relationships and billing methods. This section creates and maintains information for regular online billing customers.

Training Guide

Module 7 - Billing



ST 7.1.1 - Adding a New Customer

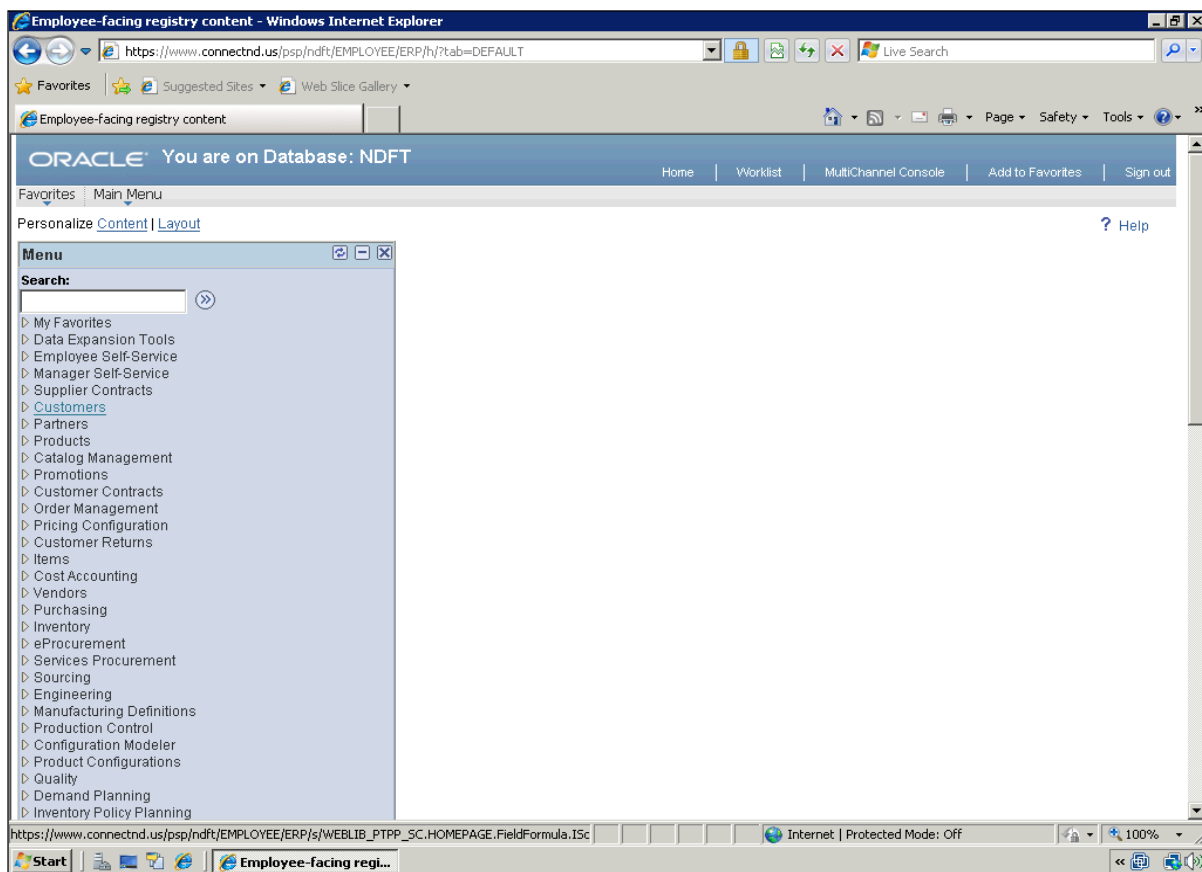
Adding a New Customer


Navigation: Customers > Customer Information > General Information

Customers must be established before they can be billed. Adding a New Customer involves creating the customer name, address, billing type and contact information.

Procedure

This topic shows how to Add a New Customer. A customer must be set up and in Active Status in order for a bill to be created and the account receivable established.



Step	Action
1.	Click the Customers link. 



Training Guide Module 7 - Billing

Step	Action
2.	Click the Customer Information link. Customer Information
3.	Click the General Information link. General Information

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Maximum number of rows to return (up to 300): 300

SetID: = STATE

Customer ID: begins with

Name 1: begins with

Telephone: begins with

City: begins with

State: begins with

Postal Code: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria


Find an Existing Value | [Add a New Value](#)

Step	Action
4.	Click the Add a New Value tab. Add a New Value
5.	Customer ID will default to <u>NEXT</u> and cannot be overridden. Note: Some agencies may be able to override this ID and enter a unique Customer ID number. This feature was established during initial set up.
6.	Enter the desired information into the Customer ID field. Enter " TEST_1 ".

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Module 7 - Billing



Step	Action
7.	Click the Add button. 

Step	Action
8.	Enter the desired information into the Name 1 field. Enter " TEST, JOE ". Note: Last name first and upper case is recommended for ease in sorting through the customer database.
9.	Enter the desired information into the Currency Code field. Enter " USD " - (United States Dollar).
10.	Enter the desired information into the Rate Type field. Enter " CRRNT " - (Current).



Training Guide Module 7 - Billing

Step	Action
11.	Click the Bill To Customer option to select the Role. Once the Bill To Customer is selected, the Correspondence Customer and Remit From Customer roles will automatically be selected. <input checked="" type="checkbox"/> Bill To Customer
12.	Click the Ship To Customer option. <input checked="" type="checkbox"/> Ship To Customer
13.	Click the Sold To Customer option. <input checked="" type="checkbox"/> Sold To Customer
14.	Enter the desired information into the Team Code field. Enter " TEAM ".
15.	Select the Default option. <input checked="" type="checkbox"/>
16.	Select the Bill To option. <input checked="" type="checkbox"/> Bill To
17.	Select the Primary option. <input checked="" type="checkbox"/> Primary
18.	Select the Ship To option. <input checked="" type="checkbox"/> Ship To
19.	Select the Primary option. <input checked="" type="checkbox"/> Primary
20.	Select the Sold To option. <input checked="" type="checkbox"/> Sold To
21.	Select the Primary option. <input checked="" type="checkbox"/> Primary
22.	Enter the desired information into the Description field. Enter " MAIN ".
23.	Enter the desired information into the Address 1 field. Enter " 1234 MAIN STREET ".
24.	Enter the desired information into the City field. Enter " BISMARCK ".
25.	Enter the desired information into the State field. Enter " ND ".
26.	Enter the desired information into the Postal field. Enter " 58501 ".
27.	Click the Bill To Options tab. <input type="button" value="Bill To Options"/>

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Module 7 - Billing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL

General Information

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

General Info | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info

SetID: 12500 Customer: TEST_1 TEST, JOE

Customer Bill To Options

Find | View All | First | 1 of 1 | Last

*Effective Date: 12/07/2010 *Status: Active Currency Code: USD Rate Type: CRRNT

Responsibilities:

Credit Analyst: Collector: AR Specialist:

Bill Inquiry Phone: Billing Specialist: Billing Authority:

Billing Options

☒ Direct Invoicing

☐ Prompt for Billing Currency

*Freight Bill Type: Shipping

Bill Type:

Billing Cycle Identifier:

Invoice Form:

Bill By Identifier:

AR Distribution Code:

InterUnit Billing

☐ InterUnit Customer

Billing Consolidation Data

Consolidation Key:

SetID: Customer ID:

Blanket Purchase Orders



Blanket PO Number:

Start Date: End Date:

☐ Purchase Order Required




☐ Disable Prices on Receipt

Immediate Payment Options

Step	Action
28.	Enter the desired information into the Credit Analyst field. Enter " CREDIT ".
29.	Enter the desired information into the Collector field. Enter " COLLECT ".
30.	Click the Look up Bill Inquiry Phone (Alt+5) button to select a phone number. 
31.	Click the Office of Attorney General link. Office of Attorney General
32.	Enter the desired information into the Bill Type field. Enter " MSC ". Note: Bill Types may vary by agency. This depends on how the billing is being issued. MSC is for miscellaneous billings and IDB is for InterDepartmental Billings.
33.	Click the Look up Billing Cycle Identifier (Alt+5) button. 



Training Guide Module 7 - Billing

Step	Action
34.	<p>Click the On Demand link.</p> <p>Note: The On Demand option is used for customers that are randomly billed. The Monthly option is used for customers that are billed on a monthly or scheduled bill cycle. <u>The other Billing Cycle Identifier options are not used at this time.</u></p> <p>On Demand</p>
35.	<p>Click the Look up Invoice Form (Alt+5) button.</p> <p></p>
36.	<p>Click the Standard link.</p> <p>Note: The Standard link is the ONLY Invoice Form used.</p> <p><u>Do not use any other Invoice Form.</u></p> <p>Standard</p>
37.	<p>Click the Look up AR Distribution Code (Alt+5) button.</p> <p></p>
38.	<p>Click the Accounts Receivable link.</p> <p>Accounts Receivable</p>
39.	<p>If the Customer is a state agency and needs to be billed by IDB, you can select InterUnit Customer; however OMB must populate the GL Business Unit roll-up for that agency.</p> <p><u>We will NOT be using it in this example.</u></p> <p>Note: See also Topic 7.2.1 - Adding an InterUnit Customer.</p>
40.	<p>Click the Save button.</p> <p> Save</p>
41.	<p>This topic showed how to Add a New Customer.</p> <p>End of Procedure.</p>

Training Guide

Module 7 - Billing



ST 7.1.2 - Updating Customer Information

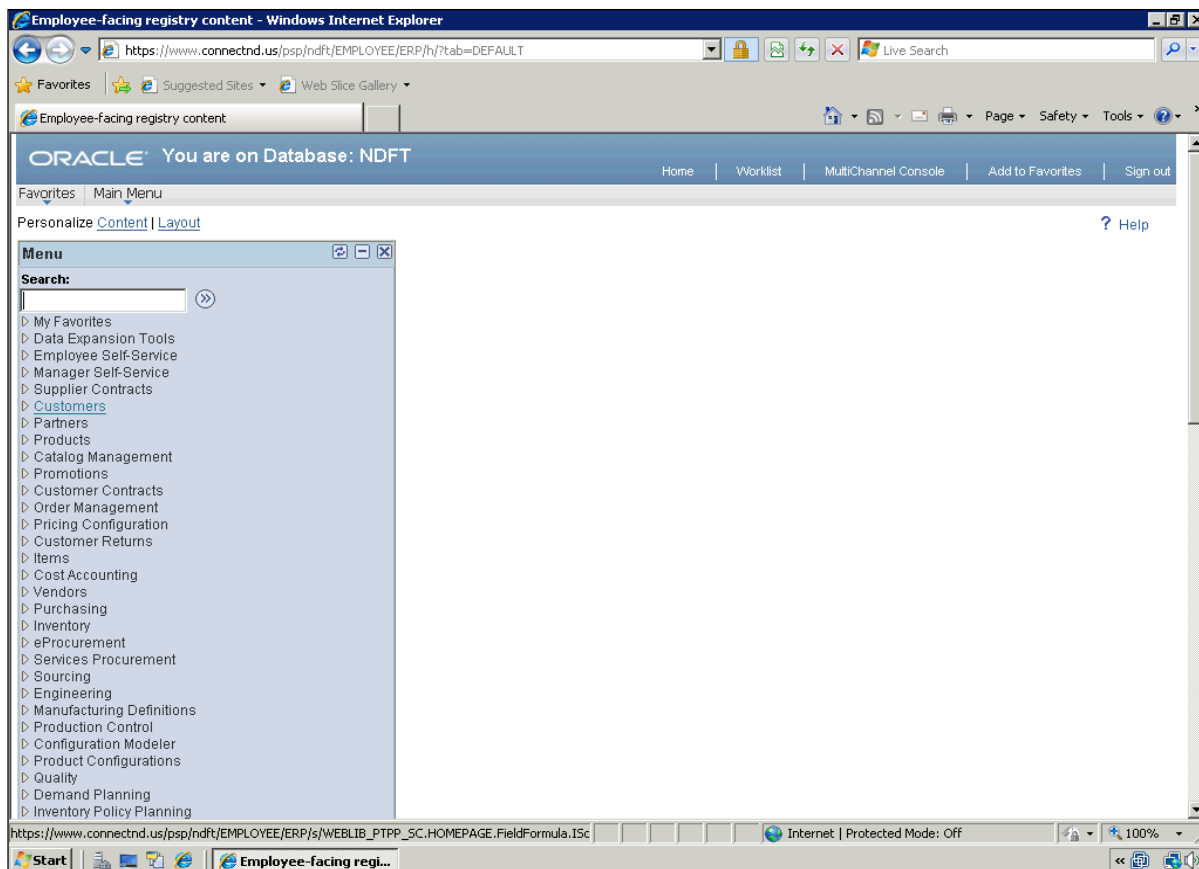
Updating Customer Information


Navigation: Customers > Customer Information > General Information

Customer information can be modified by adding the new information and using effective dates. This is optimal in retaining customer history.

Procedure

This topic shows how to Update Customer Information.



Step	Action
1.	Click the Customers link. 



Training Guide Module 7 - Billing

Step	Action
2.	Click the Customer Information link. Customer Information
3.	Click the General Information link. General Information

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL

General Information

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300): 300

SetID: = 12500

Customer ID: begins with

Name 1: begins with

Telephone: begins with

City: begins with


State: begins with

Postal Code: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria


Find an Existing Value | Add a New Value



Step	Action
4.	Enter the desired information into the Customer ID field. Enter " test ". Note: If you do not know the Customer ID, type in a portion of the ID and click the "Look Up" magnifier, or enter the name in the <u>Name 1</u> field and click Search.
5.	Click the Look up Customer ID (Alt+5) button. 
6.	Click the TEST, JOE link. TEST, JOE

Training Guide

Module 7 - Billing


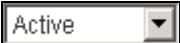


Step	Action
7.	Click the Search button. 

Step	Action
8.	Correct History status must be enabled before any changes can be made to the customer. Click the Correct History button. 
9.	Click the Add a new row at row 1 (Alt+7) button. Note: This is an address change which is made in the <u>Address Details</u> section. Specific customer detail changes must be made in the appropriate sections. 



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Step	Action
10.	<p>Click the Show next row (Alt+.) button. This will create a new record. The Effective Date will default to the current date.</p> <p>Note: There are now 2 records. The new <i>updated</i> record becomes record 1.</p> 
11.	<p>Access record 2 (the original record with the older Effective Date). This record must be Inactivated.</p> <p>Click the Status list.</p> 

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL_GBL

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Customers > Customer Information > General Information

☐ Federal Customer Trading Partner Code: Disbursing Office:

Support Teams Customize | Find | View All | First 1 of 1 Last

Team Code	Default	Description
TEAM	<input checked="" type="checkbox"/>	Team

Address Locations Find | View All | First 1 of 1 Last

*Location: 1 Description: MAIN

☒ Bill To ☒ Primary ☐ Broker ☐ Primary

☒ Ship To ☒ Primary ☐ Indirect ☐ Primary

☒ Sold To ☒ Primary ☐ Correspondence Address

☐ RFID Enabled [VAT Default](#) [VAT Service Treatment Setup](#)

Address Details Find | View All | First 2 of 2 Last

*Effective Date: 12/07/2010 *Status: Inactive Language Code: English

Tax Code: Physical Nature: Where Performed:

Country: USA United States

Address 1: 1234 MAIN STREET

Address 2:

Address 3:


City: BISMARCK ☐ In City Limit

County: Postal: 58501

Alternate Names

[View Phone Information](#)

Start | General Information - ... | Internet | Protected Mode: Off | 100%

Step	Action
12.	<p>Click the Inactive list item.</p> 

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Module 7 - Billing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL

General Information

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Trading Partner Code: Disbursing Office:

Support Teams

Team Code	Default	Description
TEAM	<input checked="" type="checkbox"/>	Team

Address Locations

*Location: 1 Description: MAIN

☒ Bill To ☒ Primary ☐ Broker ☐ Primary
☒ Ship To ☒ Primary ☐ Indirect ☐ Primary
☒ Sold To ☒ Primary ☐ Correspondence Address
☐ RFID Enabled [VAT Default](#) [VAT Service Treatment Setup](#)

Address Details

*Effective Date: 12/07/2010 *Status: Inactive Language Code: English

Tax Code: Physical Nature: Where Performed:

Country: USA United States

Address 1: 1234 MAIN STREET

Address 2:

Address 3:

City: BISMARCK

Country: Postal: 58501


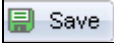
Alternate Names

View Phone Information

javascript:submitAction_win0(document.win0,`\${CField95\$htop\$0`);

Internet | Protected Mode: Off

General Information - ...

Step	Action
13.	Click the First link to access the new record. 
14.	Enter new address information.
15.	Click the Save button. 
16.	This topic showed how to Update Customer Information. End of Procedure.



ST Lesson 7.2 - Creating InterUnit Customers and Bills

Creating InterUnit Customers and Bills

PeopleSoft Billing allows you to identify different types of customer relationships and billing methods. This section creates and maintains InterUnit customer information for billing.

ST 7.2.1 - Adding an InterUnit Customer

Adding an InterUnit Customer

Navigation: Customers > Customer Information > General Information

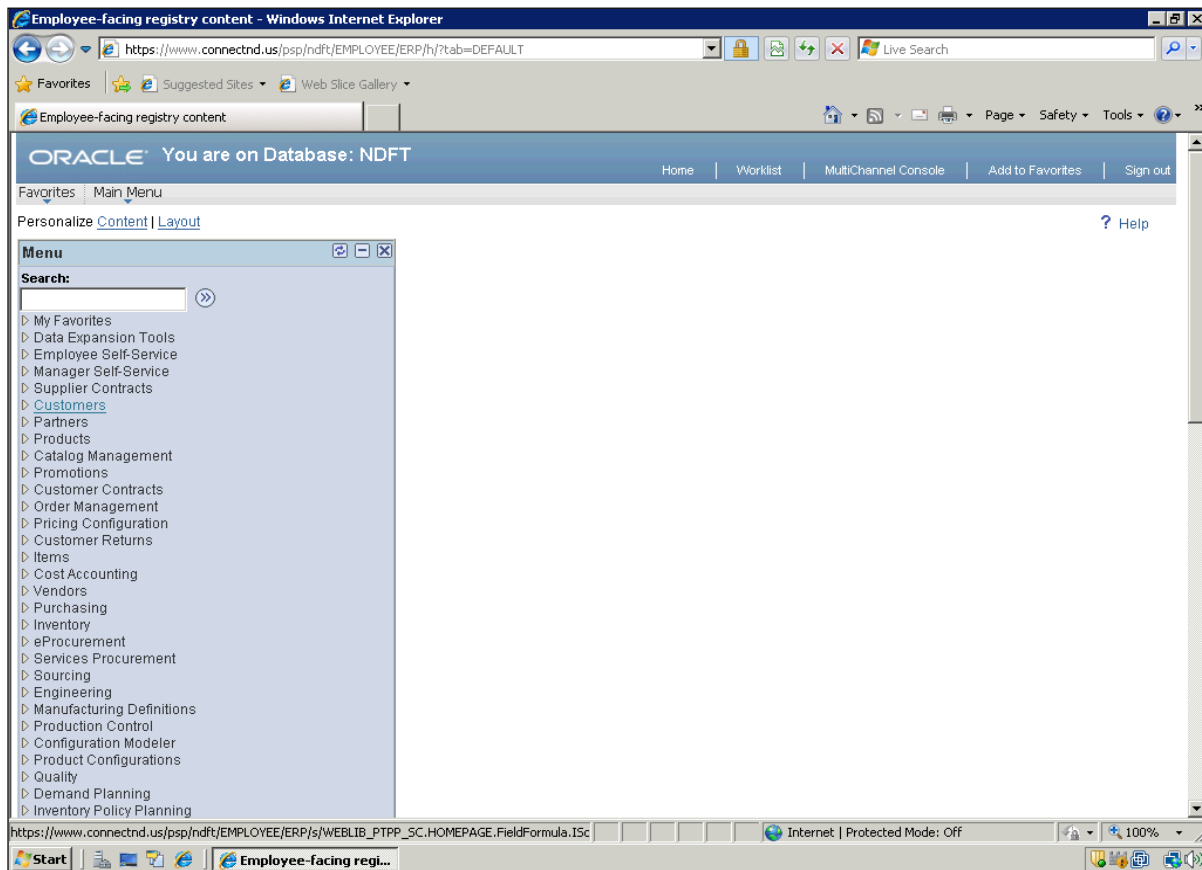
Customers must exist before they can be billed. Adding a New Customer involves creating customer name, address, billing type and contact information. InterUnit Customers can be billed and paid electronically in PeopleSoft.




Procedure

This topic shows how to Add an InterUnit Customer

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Module 7 - Billing



Step	Action
1.	Click the Customers link. 
2.	Click the Customer Information link. 
3.	Click the General Information link. 



Training Guide Module 7 - Billing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Maximum number of rows to return (up to 300): 300

SetID: [dropdown] [text: STATE]

Customer ID: [dropdown: begins with] [text:]

Name 1: [dropdown: begins with] [text:]

Telephone: [dropdown: begins with] [text:]

City: [dropdown: begins with] [text:]



State: [dropdown: begins with] [text:]

Postal Code: [dropdown: begins with] [text:]

☐ Include History ☐ Correct History ☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | [Add a New Value](#)

Step	Action
4.	Click the Add a New Value tab. 
5.	Enter the desired information into the Customer ID field. Enter " 602.9 ". Note: InterUnit Customers are state agencies that pay through the Accounts Payable module. These Customer ID numbers should coincide with the agency number.
6.	Click the Add button. 

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Module 7 - Billing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL

General Information

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

General Info | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info

SetID: 12500 Customer ID: 602.9 General Info Links: ...More

*Customer Status: Active *Date Added: 12/09/2010 *Since: 12/09/2010 *Type: User 1

*Name 1: *Short Name: Name 2: Currency Code: Rate Type:

Copy From Customer Level: Regular

Roles

☐ Bill To Customer ☐ Ship To Customer ☐ Sold To Customer ☐ Broker Customer ☐ Indirect Customer

☐ Correspondence Customer ☐ Remit From Customer ☒ Corporate Customer ☐ Consolidation Customer ☐ Grants Management Sponsor

Consolidation Business Unit:

Federal Attributes

☐ Federal Customer Trading Partner Code: Disbursing Office:

Step	Action
7.	Enter the desired information into the Name 1 field. Enter " AGRICULTURE STUDY COUNCIL ".
8.	Enter the desired information into the Currency Code field. Enter " USD ".
9.	Enter the desired information into the Rate Type field. Enter " CRRT ".
10.	Select the Bill To Customer option. Once the Bill To Customer is selected, the Correspondence Customer and Remit from Customer will automatically be selected. <input type="checkbox"/> Bill To Customer
11.	Select the Ship To Customer option. <input type="checkbox"/> Ship To Customer
12.	Select the Sold To Customer option. <input type="checkbox"/> Sold To Customer
13.	Enter the desired information into the Team Code field. Enter " TEAM ".



Training Guide Module 7 - Billing

Step	Action
14.	Select the Default option. <input type="checkbox"/>
15.	Select the Bill To option. <input type="checkbox"/> Bill To
16.	Select the Primary option. <input type="checkbox"/> Primary
17.	Select the Ship To option. <input type="checkbox"/> Ship To
18.	Select the Primary option. <input type="checkbox"/> Primary
19.	Select the Sold To option. <input type="checkbox"/> Sold To
20.	Select the Primary option. <input type="checkbox"/> Primary
21.	Enter the desired information into the Description field. Enter " MAIN ".
22.	Enter the desired information into the Address 1 field. Enter " 600 EAST BOULEVARD ".
23.	Enter the desired information into the City field. Enter " BISMARCK ".
24.	Enter the desired information into the State field. Enter " ND ".
25.	Enter the desired information into the Postal field. Enter " 58505 ".
26.	Click the Bill To Options tab. <input type="button" value="Bill To Options"/>

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Module 7 - Billing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL

General Information

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

General Info | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info

SetID: 12500 Customer: 602.9 AGRICULTURE STUDY COUNCIL

Customer Bill To Options

*Effective Date: 12/09/2010 *Status: Active Currency Code: USD Rate Type: CRRNT

Responsibilities:

Credit Analyst: Collector: AR Specialist:

Bill Inquiry Phone: Billing Specialist: Billing Authority:

Billing Options

☒ Direct Invoicing

☐ Prompt for Billing Currency

*Freight Bill Type: Shipping

Bill Type:

Billing Cycle Identifier:

Invoice Form:

Bill By Identifier:

AR Distribution Code:

InterUnit Billing

☐ InterUnit Customer

Billing Consolidation Data

Consolidation Key:

SetID: Customer ID:

Blanket Purchase Orders






Blanket PO Number:

Start Date: End Date:

☐ Purchase Order Required






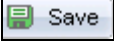
☐ Disable Prices on Receipt

Immediate Payment Options

Step	Action
27.	Enter the desired information into the Credit Analyst field. Enter " CREDIT ".
28.	Enter the desired information into the Collector field. Enter " COLLECT ".
29.	Click the Look up Bill Inquiry Phone (Alt+5) button to select a phone number. 
30.	Click the Office of Attorney General link. 
31.	Click the Look up Bill Type (Alt+5) button. 
32.	Click the IDB (InterDepartmental Billing) link. 
33.	Click the Look up Billing Cycle Identifier (Alt+5) button. 



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Step	Action
34.	Click the Monthly link. Note: The On Demand option is used for customers that are randomly billed. The Monthly option is used for customers that are billed on a monthly or scheduled bill cycle. <u>The other Billing Cycle Identifier options are not used at this time.</u> 
35.	Click the Look up Invoice Form (Alt+5) button. 
36.	Click the Standard link. Note: The Standard link is the ONLY Invoice Form used. <u>Do not use any other Invoice Form.</u> 
37.	Click the Look up AR Distribution Code (Alt+5) button. 
38.	Click the AR link. 
39.	Contact OMB to select InterUnit Customer and identify GL Business Unit roll up.
40.	The InterUnit Billing section identifies the Customer to be billed by IDB.
41.	Click the Save button. 
42.	This topic showed how to Add an InterUnit Customer. End of Procedure.

Training Guide

Module 7 - Billing



ST 7.2.2 - Creating an InterUnit Bill

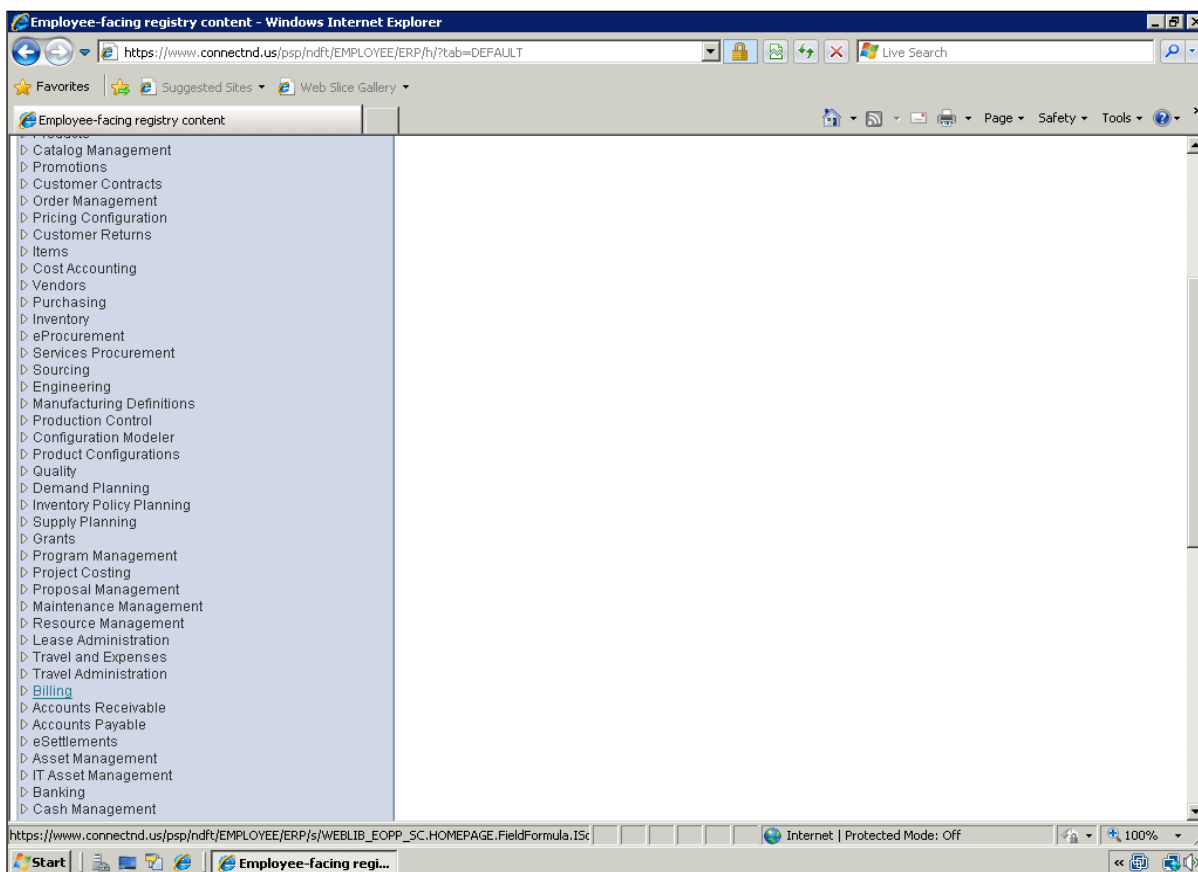
Creating an InterUnit Bill

Navigation: Billing > Maintain Bills > Standard Billing

Creating an InterUnit billing transaction is the process of a General Ledger business unit billing another General Ledger business unit for products or services provided.




Procedure

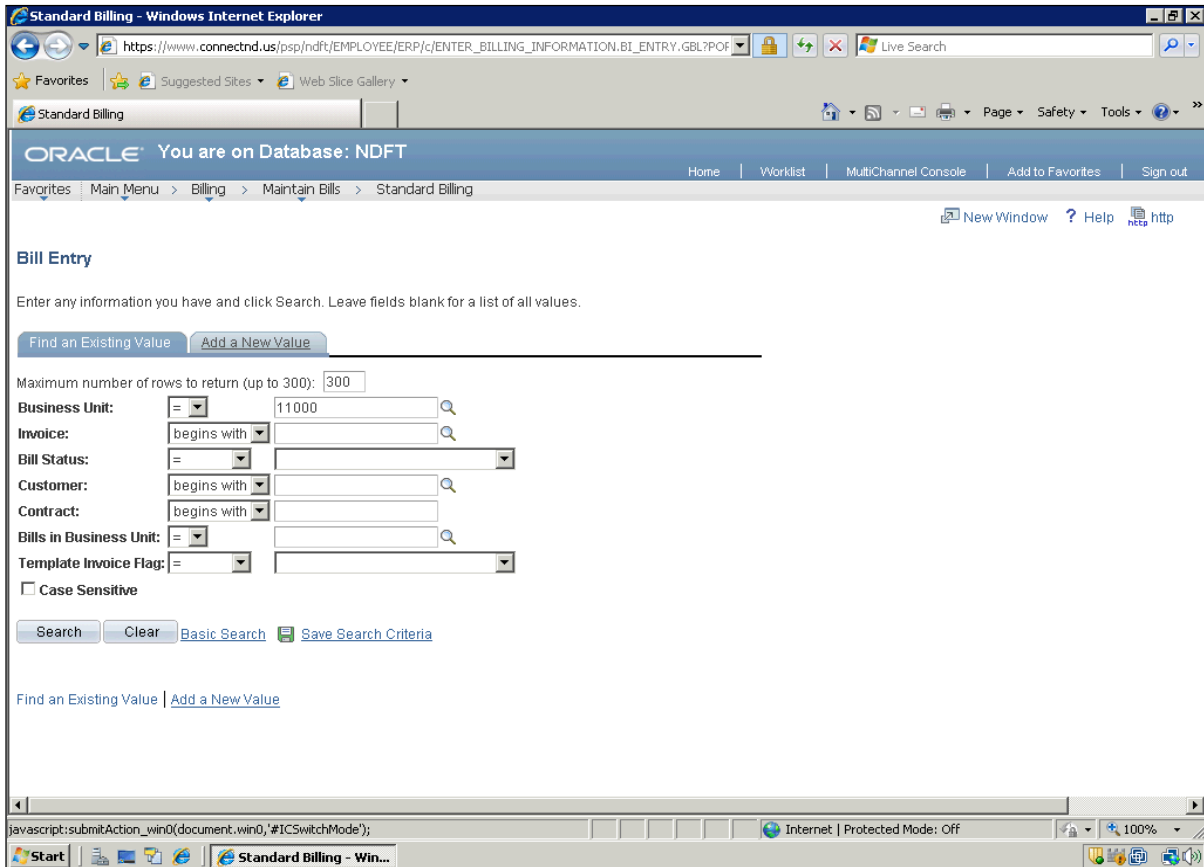
This topic shows how to Create an InterUnit Bill.





Training Guide Module 7 - Billing

Step	Action
1.	Click the Billing link. 
2.	Click the Maintain Bills link. 
3.	Click the Standard Billing link. 



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?POF

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help http

Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

Business Unit: = 11000

Invoice: begins with

Bill Status: =

Customer: begins with

Contract: begins with

Bills in Business Unit: =

Template Invoice Flag: =

☐ Case Sensitive


Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

javascript:submitAction_win0(document.win0,'#ICSwitchMode');

Internet | Protected Mode: Off






Standard Billing - Win...

Step	Action
4.	Click the Add a New Value tab. 

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Step	Action
5.	Enter the desired information into the Invoice field. Enter " AGTEST122010 ". Note: The Invoice number may not be available to change. This depends on the initial invoice set up. If NEXT cannot be changed, the Invoice number will automatically populate when the bill is saved.
6.	Click the Look up Bill Type Identifier (Alt+5) button. 
7.	Click the IDB (InterDepartmental Billing) link. 
8.	Click the Look up Bill Source (Alt+5) button. 
9.	Click the Online link. 
10.	Click the Add button. 
11.	Status will be NEW (New); however this can be changed to RDY (Ready to Invoice) right away. If the status is left as NEW , the Bill Status Change will have to be ran (ST 7.5.1 - Bill Status Change). Note: The NEW status allows the billing to be changed and will not be picked up in the Single Action Process (ST 7.5.3 - Running/Printing Single Action Invoices).



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Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.B1_ENTRY.GBL?POF

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1

Unit: 12500 Invoice: AGTEST122010 Pretax Amt: 0.00 USD

Status: NEW Invoice Date:

*Type: IDB *Frequency: Once [Installment Bill Schedule](#) [Recurring Bill Schedule](#)

*Customer: 770.0 [Address](#) ☒ InterUnit SubCust1: SubCust2:

Water Commission

Cycle ID: MONTHLY *Invoice Form: STANDARD From Date: To Date:

Pay Terms: IMMED Pay Method: CHK Remit To: AGO Bank Account: 00

Accounting Date: Account: 124001 [AR Distribution](#)

Sales: TEAM Bill Inquiry Phone: 701-328-4213

Credit: CREDIT Collect: COLLECT Biller: Billing Authority:

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Info 1 [Prev](#) [Next](#)

[Return to Maintain Bills](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)






Header - Info 1 | Line - Info 1

Step	Action
12.	Click the Look up Status (Alt+5) button.
13.	Click the Ready to Invoice link. Ready to Invoice
14.	Click the Choose a date (Alt+5) button.
15.	Click the 9 link.
16.	<p>The billing can be applied back to an open accounting period.</p> <p><u>The apply back date must be stated in the Accounting field.</u></p> <p>The Invoice Date field will not apply back the transaction.</p> <p>Note: If the billing is applied back to a closed accounting period, the invoice will transfer to error status and a billing will not be created.</p>

Training Guide

Module 7 - Billing



Step	Action
17.	Click the Choose a date (Alt+5) button. 
18.	Click the Previous Month button. 
19.	Click the 30 link. 
20.	The Invoice Date and Accounting Date can differ. The Invoice Date is the date the invoice was created. The Accounting date is the date the Accounts Receivable/Revenue was established.
21.	Click the Save button. 
22.	Click the Line - Info 1 tab. 
23.	Line, Table, Identifier, Description and Unit Price fields can be utilized if values are established in the set up process. The purpose of this feature is to identify, calculate and total items.



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?POF

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Customize Page http

Header - Info 1 Line - Info 1

Unit: 12500 Bill To: 770.0 Pretax Amt: 0.00 USD

Invoice: AGTEST122010 Water Commission Max Rows: 5

Bill Line

Seq	Line	Table	Identifier	Description	Net Extended
1					0.00

Qty: Line Type: REV ☒ Accumulate

UOM: From Date: Through Date:

Unit Price: 0.0000 Tax Code: ☐ Tax Exempt

Gross Extended: 0.00 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 0.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 0.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

Summary [Bill Search](#) [Line Search](#) Navigation: Line - Info 1

Page Series [Prev](#) [Next](#)

Done

Internet | Protected Mode: Off

Start | Standard Billing - Win...

Step	Action
24.	Enter the desired information into the Gross Extended field. Enter " 500.00 ".
25.	Additional Bill Lines can be added by clicking on the plus (+) button.
26.	Click the Accounting link. Accounting

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?POF=

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

Unit: 12500 Bill To: 770.0 Pretax Amt: 500.00 USD
 Invoice: AGTEST122010 Water Commission Max Rows: 5

Bill Line

Seq	Line	Identifier	Description	Net Extended
1				500.00

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Acctg Information | Reference Information

Code	Account	Oper Unit	Fund	Dept	Program	Class	Project	Percentage	Amount
								100.00	

Percent: 100.00 Amount: 500.00 Gross Extended: 500.00




Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

Summary [Bill Search](#) [Line Search](#) Navigation: Acctg - Rev Distribution

Return to Maintain Bills

Save Notify Refresh

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

Step	Action
27.	Revenue Distribution Codes are established in the initial Billing/Accounts Receivable set up. The accounting chartfields are mapped to a specific code to provide a data entry short-cut. Click the Look up Code (Alt+5) button. 
28.	Click the Legal Services link. 
29.	Multiple bill distribution lines can be used, however, the Percentage of ALL lines must be equal to 100.
30.	Click the Notes link. 



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?POF=

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Customize Page http

Header - Info 1 | Line - Info 1 | Line - Note

Unit: 12500 Bill To: 770.0 Pretax Amt: 500.00 USD

Invoice: AGTEST122010 Water Commission Max Rows: 5

Bill Line

Seq	Line	Identifier	Description	Net Extended
1				500.00

Bill Line Note

☐ Standard Note Flag Std Note:

☐ Internal Only Flag Note Type:

Note Text

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

Summary [Bill Search](#) [Line Search](#) Navigation: Line - Note

Page Series

Prev Next

Return to Maintain Bills

Save Notify Refresh


Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Note

Done

Internet | Protected Mode: Off

Standard Billing - Win...

Step	Action
31.	Enter the desired information into the Note Text field. Enter " LEGAL FEES FOR WATER STUDY ".
32.	Click the Line - Info 1 tab. 

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?POF

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Seq	Line	Table	Identifier	Description	Net Extended
1					500.00

Qty: 1.0000 Line Type: REV ☒ Accumulate

UOM: From Date: Through Date:

Unit Price: 500.0000 Tax Code: ☐ Tax Exempt

Gross Extended: 500.00 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 500.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 500.00

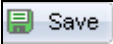
Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

Summary [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 [Page Series](#) [Prev](#) [Next](#)

[Return to Maintain Bills](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Header - Info 1](#) | Line - Info 1

Step	Action
33.	Click the Save button. 
34.	This topic showed how to Create an InterUnit Bill. End of Procedure.



ST 7.2.3 - Maintaining an InterUnit Bill

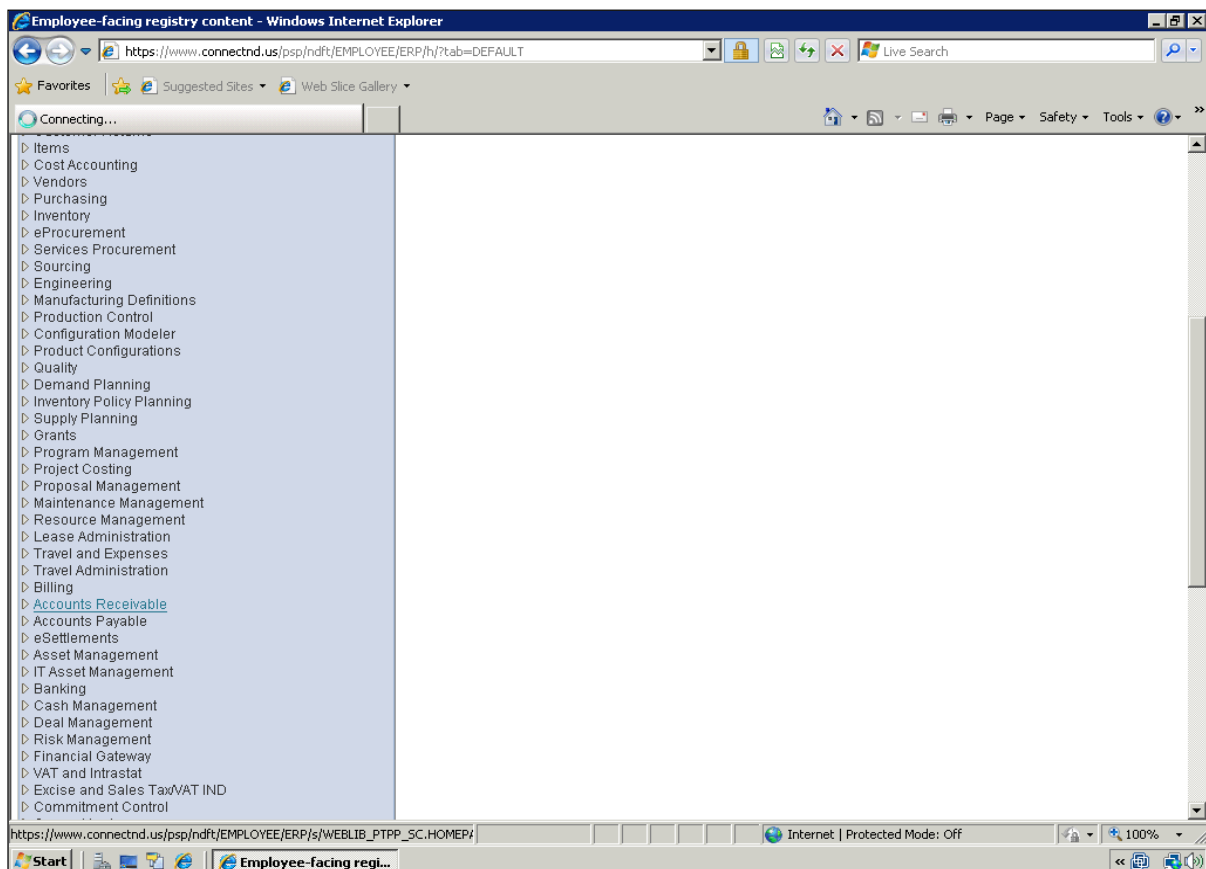
Maintaining an InterUnit Bill

Navigation: [Accounts Receivable](#) > [Customer Accounts](#) > [Customer Information](#) > [Account Overview](#)

Maintaining customer account activity is important with InterUnit Bills because the billed agency has the capability to under/overpay an invoice. The account can be monitored so the appropriate adjustments can be made, if necessary.

Procedure

This topic shows how to Maintain an InterUnit Bill by monitoring the account balance activity.

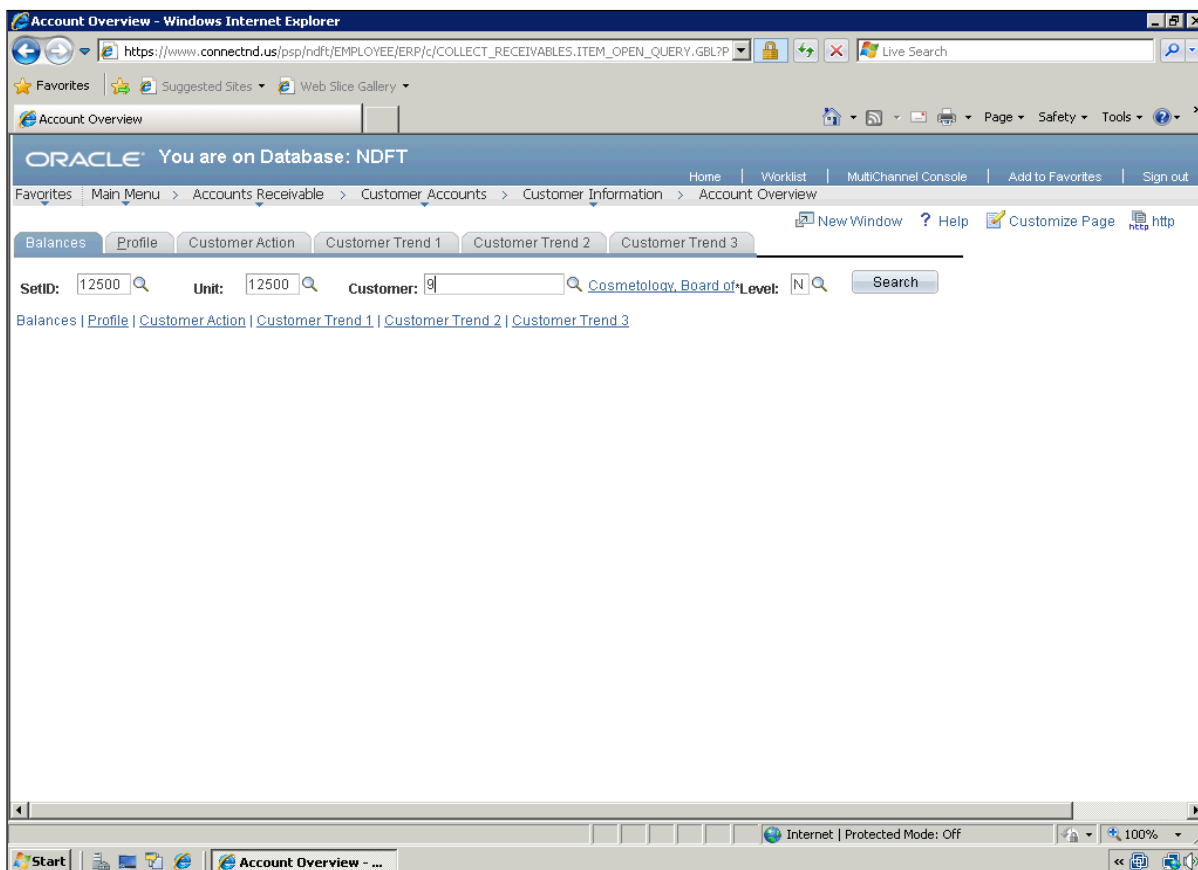


Training Guide

Module 7 - Billing



Step	Action
1.	Click the Accounts Receivable link. Accounts Receivable
2.	Click the Customer Accounts link. Customer Accounts
3.	Click the Customer Information link. Customer Information
4.	Click the Account Overview link. Account Overview




Step	Action
5.	Enter the Customer ID in the Customer field. If you do not know the ID, click on the magnifying glass for a selection of customers. Enter the desired information into the Customer field. Enter "908.0".



Training Guide

Module 7 - Billing

Step	Action
6.	Click the Search button. 
7.	The Account Overview will display billing and payment history, current and aging balance and detail links for additional information.
8.	This topic showed how to Maintain an InterUnit Bill by accessing the Account Overview. End of Procedure.



ST Lesson 7.3 - Creating Bills Online

Entering Bills Online

You can enter bills into PeopleSoft by using two methods: Online Bill entry or Billing Interface.

Online Bill entry is the manual method of entering bill header and line information into the system. Bill headers contain the information that applies to the whole invoice and bill line information applies to the specific items that are being billed.

Billing Interface is discussed in Lesson 7.4.

ST 7.3.1 - Creating an Online Bill

Creating an Online Bill

Navigation: Billing > Maintain Bills > Standard Billings

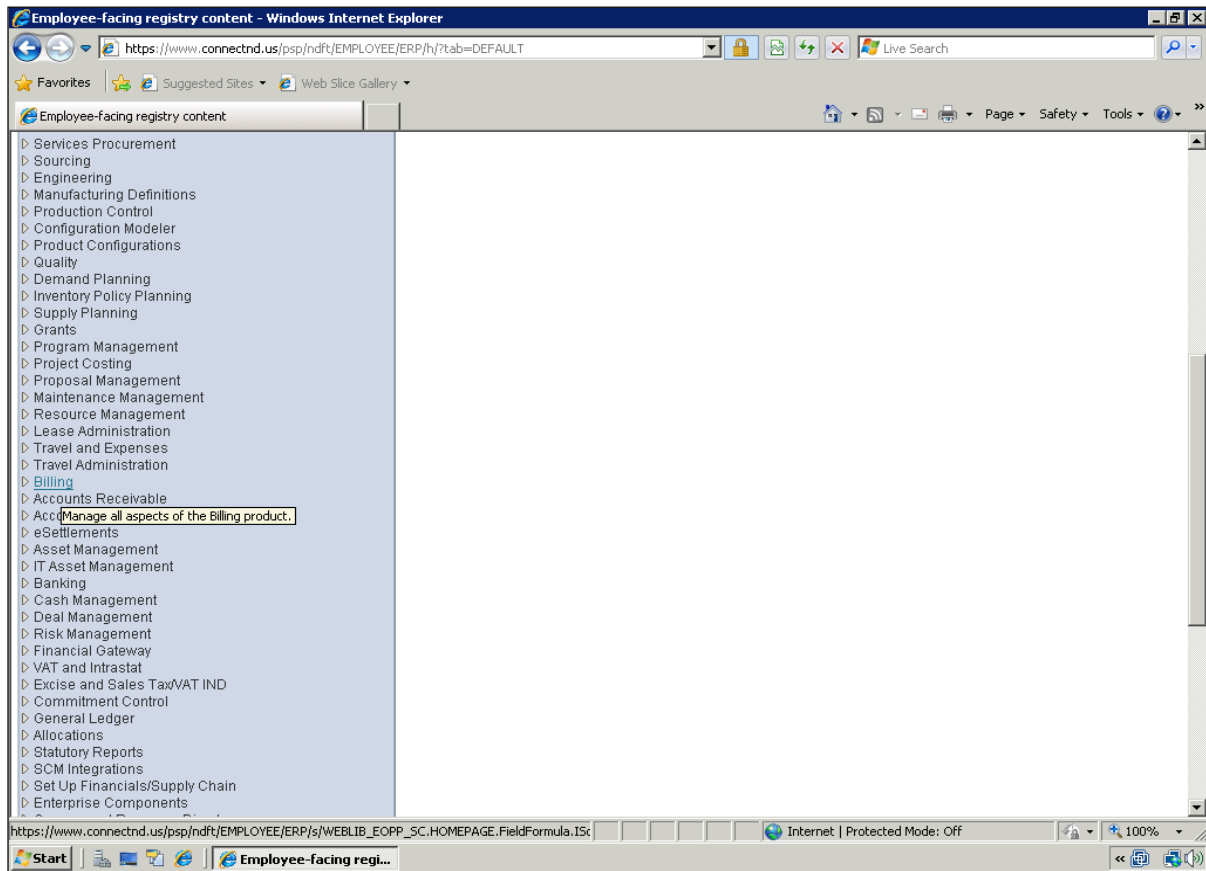
Creating online bills requires an established customer and appropriate chartfield values. Online bill entry enables you to enter bills directly into the system, bypassing the Billing Interface. The standard online billing method is practical for miscellaneous billing activity and for agencies that do not have a tracking feeder subsystem.




Procedure

This topic shows how to Create an Online Bill.



Training Guide Module 7 - Billing



Step	Action
1.	Click the Billing link. 
2.	Click the Maintain Bills link. 
3.	Click the Standard Billing link. 

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?POF

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help http

Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

Business Unit: = 11000

Invoice: begins with

Bill Status: =

Customer: begins with

Contract: begins with

Bills in Business Unit: =

Template Invoice Flag: =

☐ Case Sensitive





Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

javascript:submitAction_win0(document,win0,'#ICSwitchMode');



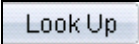

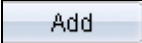
Internet | Protected Mode: Off

Standard Billing - Win...

Step	Action
4.	Click the Add a New Value tab. 
5.	If your agency was set up for invoice auto numbering, this field will populate with NEXT . Some agencies may be able to override this ID and enter a unique Customer ID number. This feature was established during the initial set up. Enter the desired information into the Invoice field. Enter " TESTBILL122010 ".
6.	Click the Look up Bill Type Identifier (Alt+5) button. 
7.	Click the Misc link. 
8.	Click the Look up Bill Source (Alt+5) button. 



Training Guide Module 7 - Billing

Step	Action
9.	<p>Click the Online link.</p> <p>Note: External Billing is used for the Billing Interface function (ST Lesson 7.4 - Billing Interface).</p> <p></p>
10.	<p>You can Search for the Customer number/ID if you do not know it.</p> <p>Click the Look up Customer (Alt+5) button.</p> <p></p>
11.	<p>The Look Up Customer page displays customers for your business unit. This will only display up to 300 records. If your agency has more than 300, you will need to refine the search by entering customer information in the Customer ID field.</p> <p>Enter the desired information into the Customer ID field. Enter "TEST".</p>
12.	<p>Click the Look Up button.</p> <p></p>
13.	<p>The Look Up search results should display the customer.</p> <p>Click the BISMARCK link.</p> <p></p>
14.	<p>Click the Add button.</p> <p></p>

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?POF

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1

Unit: 12500 Invoice: TESTBILL122010 Pretax Amt: 0.00 USD

Status: **NEW** Invoice Date: Curr: USD

*Type: MSC Source: ONL *Frequency: Once [Installment Bill Schedule](#)
[Recurring Bill Schedule](#)

*Customer: TEST_1 Address SubCust1:
 TEST, JOE SubCust2:

Cycle ID: ON DEMAND *Invoice Form: STANDARD From Date: To Date:

Pay Terms: IMMED Pay Method: CHK Remit To: AGO Bank Account: 00

Accounting Date: Account: 124001 [AR Distribution](#)

Sales: TEAM Bill Inquiry Phone: 701-328-4213

Credit: CREDIT Collect: COLLECT Biller: Billing Authority:

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Info 1 [Page Series](#) [Prev](#) [Next](#)

[Return to Maintain Bills](#)





[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Header - Info 1 | [Line - Info 1](#)

javascript:pAction_win0(document.win0,'BI_HDR_BILL_STATUS\$prompt');




Internet | Protected Mode: Off

Standard Billing - Win...

Step	Action
15.	<p>Status can be left as NEW or changed to RDY (Ready to Invoice).</p> <p>Note: If left as New, the Bill Status Change (ST 7.5.1) will need to be ran after the bill(s) are saved and before Generating Invoices/Single Action Invoice (ST 7.5.3).</p> <p>Click the Look up Status (Alt+5) button.</p> 
16.	<p>Click the Ready to Invoice link.</p> 
17.	<p>Select a date by clicking on the calendar icon, or type it in the Invoice Date field.</p> <p>Click the Choose a date (Alt+5) button.</p> 
18.	<p>Click the Current Date link.</p> 



Training Guide Module 7 - Billing

Step	Action
19.	<p>The billing can be applied back to an open accounting period.</p> <p><u>The apply back date must be stated in the Accounting field.</u></p> <p>The Invoice Date field will not apply back the transaction.</p> <p>Note: If the billing is applied back to a closed accounting period, the invoice will transfer to error status and a billing will not be created.</p>
20.	<p>Click the Choose a date (Alt+5) button.</p> 
21.	<p>Click the Previous Month button.</p> 
22.	<p>The Accounting field will be the only place to apply back the invoice.</p>
23.	<p>Click the Line - Info 1 tab.</p> 
24.	<p>Line, Table, Identifier, Description and Unit Price fields can be utilized if values are established in the set up process. The purpose of this feature is to identify, calculate and total items.</p>

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?POF

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Customize Page http

Header - Info 1 Line - Info 1

Unit: 12500 Bill To: TEST_1 Pretax Amt: 0.00 USD

Invoice: TESTBILL122010 TEST, JOE Max Rows: 5

Bill Line

Seq	Line	Table	Identifier	Description	Net Extended
1					0.00

Qty: Line Type: REV ☒ Accumulate

UOM: From Date: Through Date:

Unit Price: 0.0000 Tax Code: ☐ Tax Exempt

Gross Extended: 3 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 0.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 0.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 1

Page Series Prev Next

Done

Internet | Protected Mode: Off

Standard Billing - Win...

Step	Action
25.	Enter the desired information into the Gross Extended field. Enter " 300.00 ".
26.	Additional Bill Lines can be added by clicking on the plus (+) button.
27.	Click the Accounting link. Accounting



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?POF=

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

Unit: 12500 Bill To: TEST_1 Pretax Amt: 300.00 USD
Invoice: TESTBILL122010 TEST, JOE Max Rows: 5

Bill Line

Seq	Line	Identifier	Description	Net Extended
1				300.00

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Acctg Information | Reference Information | [Tab]

Code	Account	Oper Unit	Fund	Dept	Program	Class	Project	Percentage	Amount

Percent: 0.00 Amount: 0.00 Gross Extended: 300.00




Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Acctg - Rev Distribution

[Return to Maintain Bills](#)

[Save](#) [Notify](#) [Refresh](#)

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

Step	Action
28.	Revenue Distribution Codes are established in the initial Billing/Accounts Receivable set up. The accounting chartfields are mapped to a specific code to provide a data entry short-cut. Click the Look up Code (Alt+5) button. 
29.	Click the Legal Services link. 
30.	Multiple bill distribution lines can be used, however, the Percentage of ALL lines must be equal to 100.
31.	Click the Notes link. 

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?POF

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Customize Page http

Header - Info 1 | Line - Info 1 | **Line - Note**

Unit: 12500 Bill To: TEST_1 Pretax Amt: 300.00 USD
 Invoice: TESTBILL122010 TEST, JOE Max Rows: 5

Seq	Line	Identifier	Description	Net Extended
1				300.00

Bill Line Note

Find | View All First 1 of 1 Last

☐ Standard Note Flag Std Note:

☐ Internal Only Flag Note Type:

Note Text

B

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

Summary [Bill Search](#) [Line Search](#) Navigation: Line - Note

Page Series

Prev Next

Return to Maintain Bills


Save Notify Refresh Add Update/Display

Header - Info 1 | [Line - Info 1](#) | Line - Note

Done

Internet | Protected Mode: Off

Standard Billing - Win...

Step	Action
32.	<p>This field is optional and will provide billing information on the invoice.</p> <p>Enter the desired information into the Note Text field. Enter "BILLING FOR DECEMBER 2010".</p>
33.	<p>Click the Line - Info 1 tab.</p> <p></p>



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?POF

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Seq	Line	Table	Identifier	Description	Net Extended
1					300.00

Qty: 1.0000 Line Type: REV ☒ Accumulate

UOM: From Date: Through Date:

Unit Price: 300.0000 Tax Code: ☐ Tax Exempt

Gross Extended: 300.00 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 300.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 300.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 [Prev](#) [Next](#)


[Return to Maintain Bills](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Header - Info 1](#) | Line - Info 1

Done Internet | Protected Mode: Off 100%

Standard Billing - Win...

Step	Action
34.	Click the Save button. 
35.	This topic showed how to Create an Online Bill. End of Procedure.

Training Guide

Module 7 - Billing



ST 7.3.2 - Copying an Online Bill

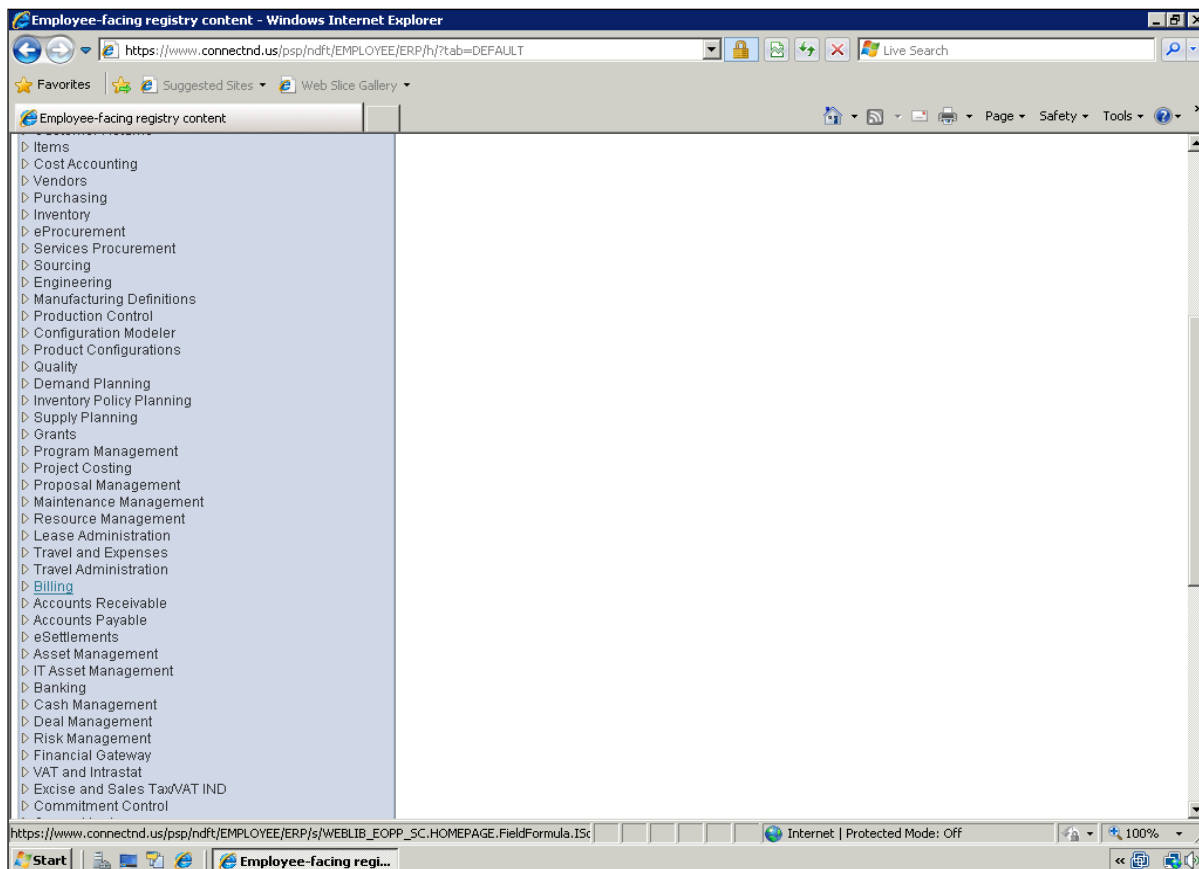
Copying an Online Bill

Navigation: Billing > Maintain Bills > Copy Single Bill

Copying bills can save data entry time and minimize the potential for errors. This is beneficial when you need to enter a bill that is very similar to an existing bill. Once the bill is copied, the data may be changed, if necessary.




Procedure



This topic shows how to Copy an Online Bill.






Training Guide Module 7 - Billing


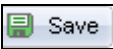
Step	Action
1.	Click the Billing link. 
2.	Click the Maintain Bills link. 
3.	Click the Copy Single Bill link. 

Step	Action
4.	Click the Look up Invoice (Alt+5) button. 
5.	Select the invoice you would like to copy. Click the AG0000000074 link. 

Training Guide Module 7 - Billing




Step	Action
6.	Click the Search button. 

Step	Action
7.	Click the Copy Bill option. Note: The Copy Bill function will open a new window which contains the New Bill. 
8.	Enter the desired information into the Copy Bill field. Enter " COPYBILL1 ".
9.	Click the Save button. 



Training Guide Module 7 - Billing





Step	Action
10.	Click the Go To Bill Header - Gen. Info link. Go To Bill Header - Gen. Info

Step	Action
11.	Status can be left as NEW or changed to RDY (Ready to Invoice). Note: If left as NEW , the Bill Status Change (ST 7.5.1) will need to be ran after the bill(s) are saved and before Generating Invoices/Single Action Invoice (ST 7.5.3). Click the Look up Status (Alt+5) button. 
12.	Click the Ready to Invoice link. Ready to Invoice

Training Guide

Module 7 - Billing



Step	Action
13.	<p>Select a date by clicking on the calendar icon or type it in the Invoice Date field.</p> <p>Click the Choose a date (Alt+5) button.</p> 
14.	<p>Click the Current Date link.</p> 
15.	<p>The billing can be applied back to an open accounting period.</p> <p><u>The apply back date must be stated in the Accounting field.</u></p> <p>The Invoice Date field will not apply back the transaction.</p> <p>Click the Choose a date (Alt+5) button.</p> 
16.	The Accounting field will be the only place to apply back the invoice.
17.	<p>Click the Line - Info 1 tab.</p> 
18.	<p>Note: Line, Table, Identifier, Description and Unit Price fields can be utilized if values are established in the set up process. The purpose of this feature is to identify, calculate and total items.</p>
19.	Gross Extended field amount was populated with the original billed amount because the invoice was Copied.



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_1/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Customize Page http

Header - Info 1 Line - Info 1

Unit: 12500 Bill To: 226.0 Pretax Amt: 250.00 USD

Invoice: COPYBILL1 Land Department Max Rows: 5

Bill Line

Seq	Line	Table	Identifier	Description	Net Extended
1					250.00

Qty: 1.0000 Line Type: REV ☒ Accumulate

UOM: From Date: Through Date:

Unit Price: 250.0000 Tax Code: ☐ Tax Exempt

Gross Extended: 250.00 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 250.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 250.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 1

Page Series
Prev Next

javascript:submitAction_win1(document.win1,'BI_PB_WRK_ACCT_ENTRY_PB');

Internet | Protected Mode: Off

Start | Copy Single Bill - Window... | Standard Billing - Win...

Step	Action
20.	Click the Accounting link. Accounting
21.	The Look Up contains Codes that are mapped to accounting chartfields previously identified in the initial set up. Select the appropriate code.

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_1/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

Unit: 12500 Bill To: 226.0 Pretax Amt: 250.00 USD
 Invoice: COPYBILL1 Land Department Max Rows: 5

Bill Line

Seq	Line	Identifier	Description	Net Extended
1				250.00

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Acctg Information | Reference Information

Code	Account	Oper Unit	Fund	Dept	Program	Class	Project	Percentage	Amount
FIRE	463011	125	322	6000				100.00	

Percent: 100.00 Amount: 250.00 Gross Extended: 250.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

Summary [Bill Search](#) [Line Search](#) Navigation: Acctg - Rev Distribution

Return to Maintain Bills

Save Return to Search Notify Refresh

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

javascript:submitAction_win1(document.win1,'BI_PB_WRK_BI_LINE_NOTES_PB'); Internet | Protected Mode: Off 100%

Start Copy Single Bill - Window... Standard Billing - Win...

Step	Action
22.	Click the Notes link. Notes



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_1/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Customize Page http

Header - Info 1 | Line - Info 1 | Line - Note

Unit: 12500 Bill To: 226.0 Pretax Amt: 250.00 USD

Invoice: COPYBILL1 Land Department Max Rows: 5

Bill Line

Seq	Line	Identifier	Description	Net Extended
1				250.00

Bill Line Note

☐ Standard Note Flag Std Note:

☐ Internal Only Flag Note Type: CUSTNOTE

Note Text

C

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

Summary [Bill Search](#) [Line Search](#) Navigation: Line - Note

Page Series

Prev Next


Return to Maintain Bills

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Note

Internet | Protected Mode: Off

Start Copy Single Bill - Window... Standard Billing - Win...

Step	Action
23.	If necessary, replace the existing description in the Note Text field. Enter the desired information into the Note Text field. Enter " COPY TEST BILL ".
24.	Click the Line - Info 1 tab. 

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_1/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Seq	Line	Table	Identifier	Description	Net Extended
1					250.00

Qty: 1.0000 Line Type: REV ☒ Accumulate

UOM: From Date: Through Date:

Unit Price: 250.0000 Tax Code: ☐ Tax Exempt

Gross Extended: 250.00 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 250.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 250.00

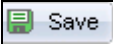
Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

Summary [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 [Page Series](#) [Prev](#) [Next](#)

[Return to Maintain Bills](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Header - Info 1](#) | Line - Info 1

Step	Action
25.	Click the Save button. 
26.	This topic showed how to Copy an Online Bill. End of Procedure.



ST Lesson 7.4 - Billing Interface

Billing Interface

You can enter bills in PeopleSoft by using two methods:
Billing Interface or Online Bill entry.

The Billing Interface enables you to automatically create a bill using data from another source or system.

Online Bill Entry is discussed in Lesson 7.3.

ST 7.4.1 - Load Billing Interface

Load Billing Interface

Navigation: ND Utilities & Interfaces > Billing > Billing Load

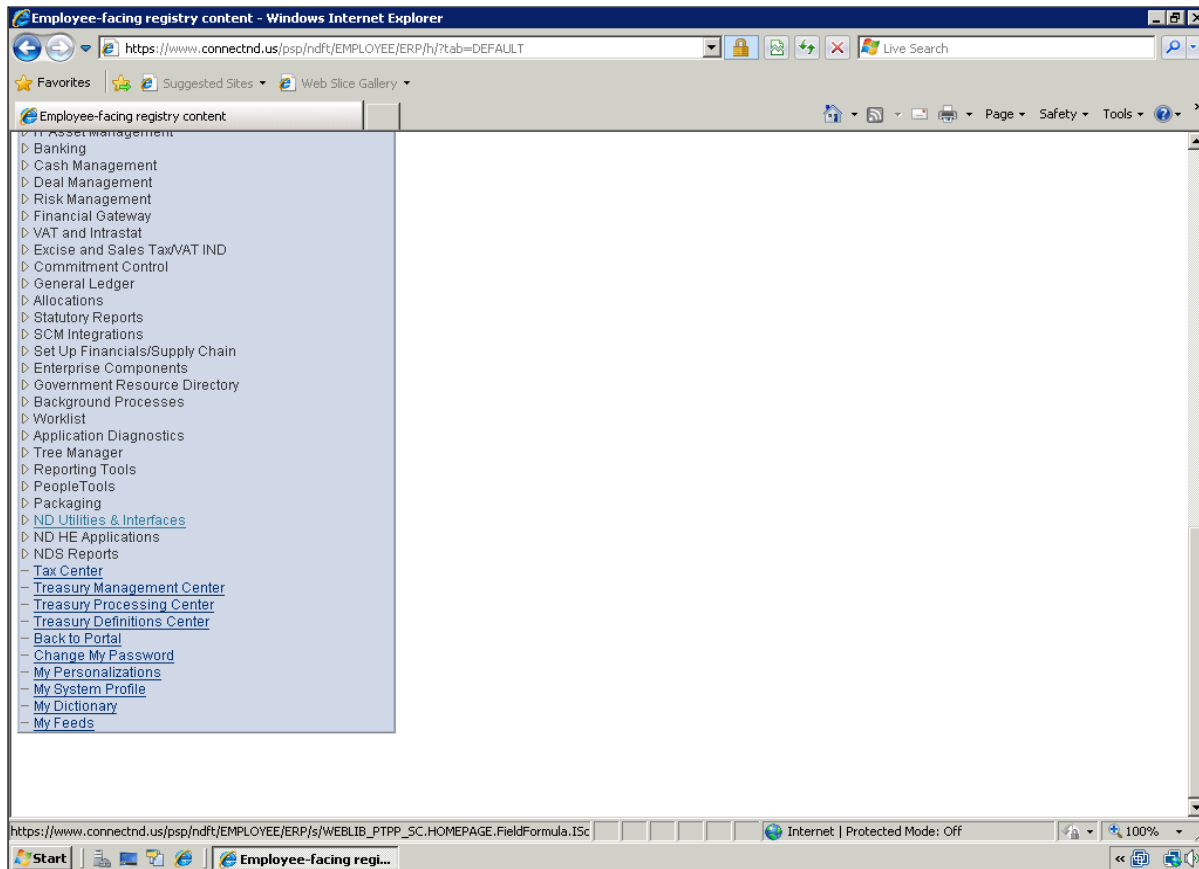
Billing Load Interface enables billing information to be loaded from an agency's sub-system into PeopleSoft Financials. The billing information is comprised into .txt format and the file is initiated and transferred into a staging table.

Procedure

This topic shows how to Load the Billing Interface.

Training Guide



Module 7 - Billing



Step	Action
1.	Click the ND Utilities & Interfaces link. ▶ ND Utilities & Interfaces
2.	Click the ND State Applications link. ND State Applications
3.	Click the Billing link. Billing
4.	Click the Billing Load link. Billing Load



Training Guide Module 7 - Billing

Step	Action
5.	Click the Add a New Value tab. 
6.	After navigating to a report, the user will be asked to enter a Run Control ID: The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID. The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces</u> . Once the Run Control is entered you will proceed to the parameters page.
7.	Enter the desired information into the Run Control ID field. Enter " BILL_LOAD ".
8.	Click the Add button. 

Training Guide

Module 7 - Billing



Billing Load - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ND5_FS_INTERFACE.ND5_INTFC_BI_LOAD.GBL?PO

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

ND Utilities & Interfaces > ND State Applications > Billing > Billing Load

NDS Billing Interface

Run Control ID: BILL_LOAD [Report Manager](#) [Process Monitor](#) [Run](#)

Load Billing Interface

Attached File:

OR

File Name:

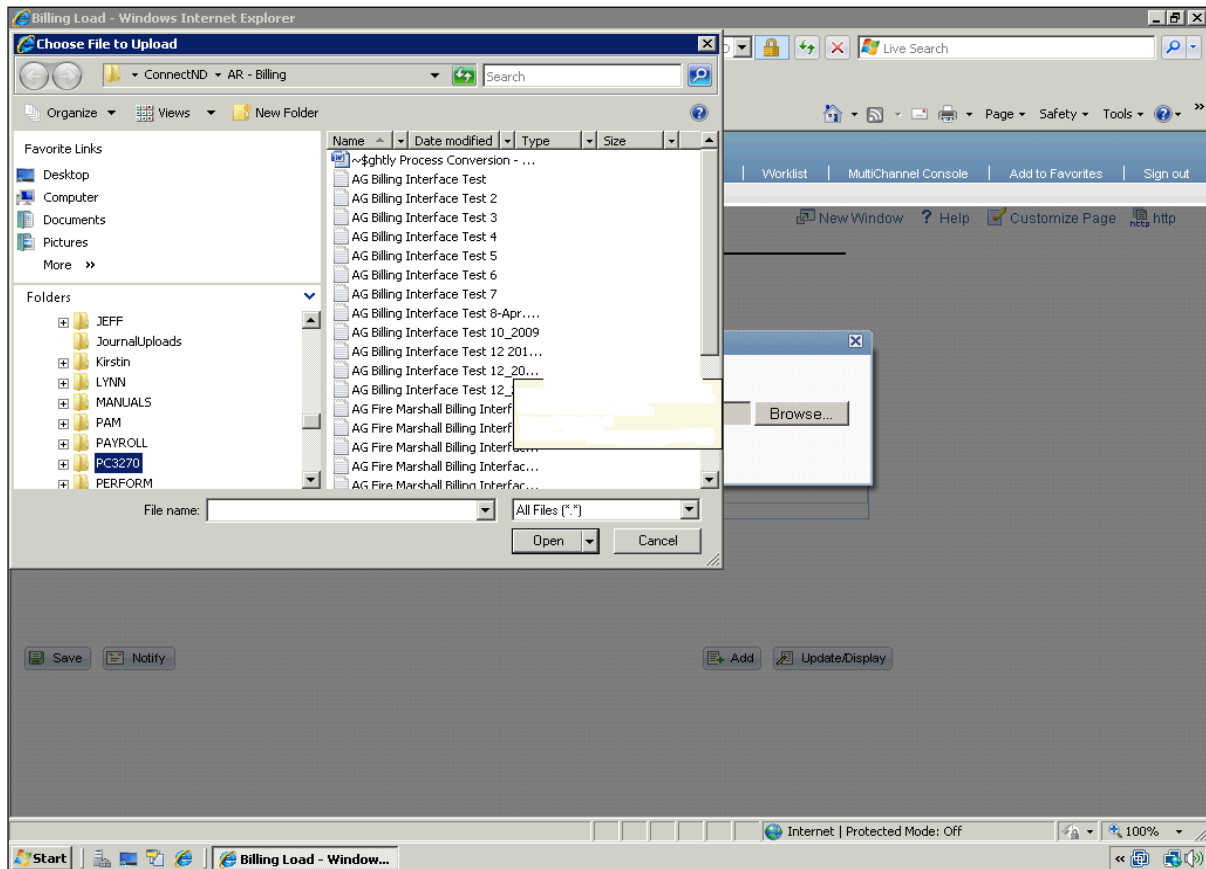
Remote File Name:


[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
9.	Click in the File Name field.
10.	The previous billing interface Attached File must be deleted prior to adding the new file. Click on the garbage can to delete the existing file.
11.	After the previous Attached File is deleted, click on the paper clip to add the new billing interface file. Click the Add Attachment button.
12.	Click the Browse... button to locate the origin of the text file.



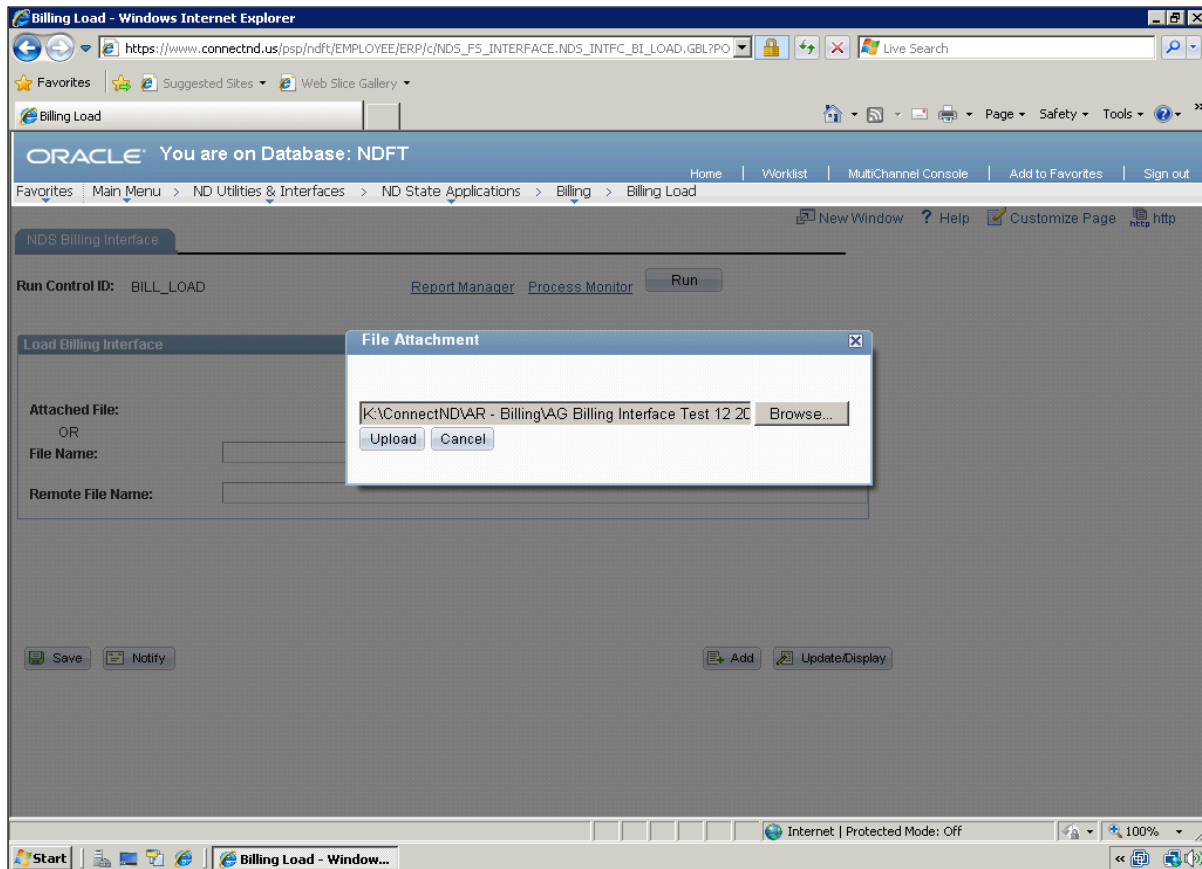
Training Guide Module 7 - Billing

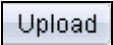
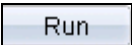


Step	Action
13.	Double-click the AG Billing Interface Test 12 2010 1 list item.  AG Billing Interface Test 12 2010 1

Training Guide

Module 7 - Billing



Step	Action
14.	Click the Upload button. 
15.	Click the Run button. 



Training Guide Module 7 - Billing

Billing Load - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ND5_FS_INTERFACE.ND5_INTFC_BI_LOAD.GBL?PO

Oracle: You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Favorites | Main Menu > ND Utilities & Interfaces > ND State Applications > Billing > Billing Load

Process Scheduler Request

User ID: LDSHANNON@ND.GOV Run Control ID: BILL_LOAD

Server Name: [Dropdown] Run Date: 12/09/2010 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 2:04:40PM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Billing Load Interface	NDS_INTFC_BI	Application Engine	Web	TXT	Distribution

OK Cancel

Step	Action
16.	Click the OK button. <div>OK</div>

Training Guide

Module 7 - Billing



Billing Load - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ND5_FS_INTERFACE.ND5_INTFC_BI_LOAD.GBL?PO

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

ND Utilities & Interfaces > ND State Applications > Billing > Billing Load

New Window ? Help Customize Page Saved

NDS Billing Interface

Run Control ID: BILL_LOAD Report Manager Process Monitor Run

Process Instance: 5722240

Load Billing Interface

Attached File: AG_Billing_Interface_Test_12_2010_1.bt

OR

File Name:

Remote File Name:

Save Notify Add Update/Display

javascript:submitAction_win0(document.win0,'PRCSRQSTDLG_WRK_LOADPRCSMONITORPB');

Internet | Protected Mode: Off

Start Billing Load - Window...

Step	Action
17.	<p>Click the Process Monitor link.</p> <p>Note: This link will open a new window.</p> <p>Process Monitor</p>



Training Guide Module 7 - Billing

Billing Load - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ND5_FS_INTERFACE.ND5_INTFC_BI_LOAD.GBL?PO

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Favorites | Main Menu | ND Utilities & Interfaces | ND State Applications | Billing | Billing Load

Process List | Server List

View Process Request For

User ID: LSHANNON@ Type: Last 90 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5722240		Application Engine	NDS_INTFC_BI	LSHANNON@ND.GOV	12/09/2010 2:04:40PM CST	Queued	N/A	Details
<input type="checkbox"/>	5721938		Crystal	GLC7501-	LSHANNON@ND.GOV	12/03/2010 3:19:06PM CST	Success	Posted	Details
<input type="checkbox"/>	5721937		Crystal	GLC7501-	LSHANNON@ND.GOV	12/03/2010 2:59:36PM CST	Success	Posted	Details
<input type="checkbox"/>	5721906		SQR Report	GLS7012	LSHANNON@ND.GOV	12/03/2010 9:28:26AM CST	Success	Posted	Details
<input type="checkbox"/>	5721816		Crystal	GLC7501-	LSHANNON@ND.GOV	11/29/2010 2:52:22PM CST	Success	Posted	Details
<input type="checkbox"/>	5721667		Crystal	GLC7501-	LSHANNON@ND.GOV	11/23/2010 3:16:52PM CST	Success	Posted	Details
<input type="checkbox"/>	5721666		Crystal	GLC7501-	LSHANNON@ND.GOV	11/23/2010 3:13:59PM CST	Success	Posted	Details
<input type="checkbox"/>	5721648		Application Engine	GL_JEDIT_0	LSHANNON@ND.GOV	11/23/2010 1:41:39PM CST	Success	Posted	Details
<input type="checkbox"/>	5721647		Application Engine	GL_JEDIT_0	LSHANNON@ND.GOV	11/23/2010 1:30:27PM CST	Success	Posted	Details
<input type="checkbox"/>	5721646		Application Engine	GL_JEDIT_0	LSHANNON@ND.GOV	11/23/2010 1:27:41PM CST	Warning	Posted	Details
<input type="checkbox"/>	5721545		Application Engine	GL_JEDIT_0	LSHANNON@ND.GOV	11/16/2010 11:01:46AM CST	Warning	Posted	Details
<input type="checkbox"/>	5721544		Application Engine	GL_EXCL_JRNL	LSHANNON@ND.GOV	11/16/2010 10:59:18AM CST	Success	Posted	Details

Step	Action
18.	<p>The Process List tab shows the Run Status of the process. The process may run through several status types before Success.</p> <p>Click the Refresh button.</p> <p>Refresh</p>
19.	<p>The process is complete when the Run Status is <u>Success</u> and Distribution Status is <u>Posted</u>.</p> <p>Note: If Run Status displays No Success, Contact OMB immediately. <u>Do Not re-run the Bill Load process.</u></p>
20.	<p>Click the Details link.</p> <p>Details</p>

Training Guide

Module 7 - Billing



Billing Load - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ND5_FS_INTERFACE.ND5_INTFC_BI_LOAD.GBL?PO

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

ND Utilities & Interfaces > ND State Applications > Billing > Billing Load

New Window ? Help Customize Page http

Process Detail

Process	
Instance:	5722240
Type:	Application Engine
Name:	NDS_INTFC_BI
Description:	Billing Load Interface
Run Status:	Success
Distribution Status:	Posted

Run	Update Process
Run Control ID: BILL_LOAD	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 12/09/2010 2:04:44PM CST	Parameters Transfer
Run Anytime After: 12/09/2010 2:04:40PM CST	Message Log View Locks
Began Process At: 12/09/2010 2:05:11PM CST	Batch Timings
Ended Process At: 12/09/2010 2:05:26PM CST	View Log/Trace

javascript:submitAction_win0(document.win0,'PMN_DERIVED_INDEX_BTN');

Internet | Protected Mode: Off

Start | Billing Load - Window...

Step	Action
21.	Click the View Log/Trace link. View Log/Trace



Training Guide Module 7 - Billing

Billing Load - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ND5_FS_INTERFACE.NDS_INTFC_BI_LOAD.GBL?PO

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Favorites | Main Menu > ND Utilities & Interfaces > ND State Applications > Billing > Billing Load

View Log/Trace

Report

Report ID: 4197123 Process Instance: 5722240 [Message Log](#)

Name: NDS_INTFC_BI Process Type: Application Engine

Run Status: Success

Billing Load Interface

Distribution Details

Distribution Node: NT Expiration Date: 02/07/2011

File List

Name	File Size (bytes)	Datetime Created
AE_NDS_INTFC_BI_5722240_stdout	459	12/09/2010 2:05:26.980000PM CST
NDS_BILL_LOAD_5722240_LOG.TXT	197	12/09/2010 2:05:26.980000PM CST

Distribute To

Distribution ID Type	Distribution ID
User	LDSHANNON@ND.GOV

Return

https://www.connectnd.us/psreports/ndft/4197123/ND5_BILL_LOAD_5722240_LOG.TXT

Internet | Protected Mode: Off

Start | Billing Load - Window...

Step	Action
22.	Click the NDS_BILL_LOAD_5722240_LOG.TXT link. NDS BILL LOAD 5722240 LOG.TXT
23.	In this example, the Billing Load Process report indicates 47 Interface records created. This should match the number of records in the uploaded text file. Note: If there was an error, it would indicate it by the Zero dollar entries excluded.
24.	Note the Interface ID number. This will be needed when Processing the Billing Interface (ST 7.4.2).
25.	This topic showed how to Load a Billing Interface. End of Procedure.

Training Guide

Module 7 - Billing



ST 7.4.2 - Process Billing Interface

Process Billing Interface

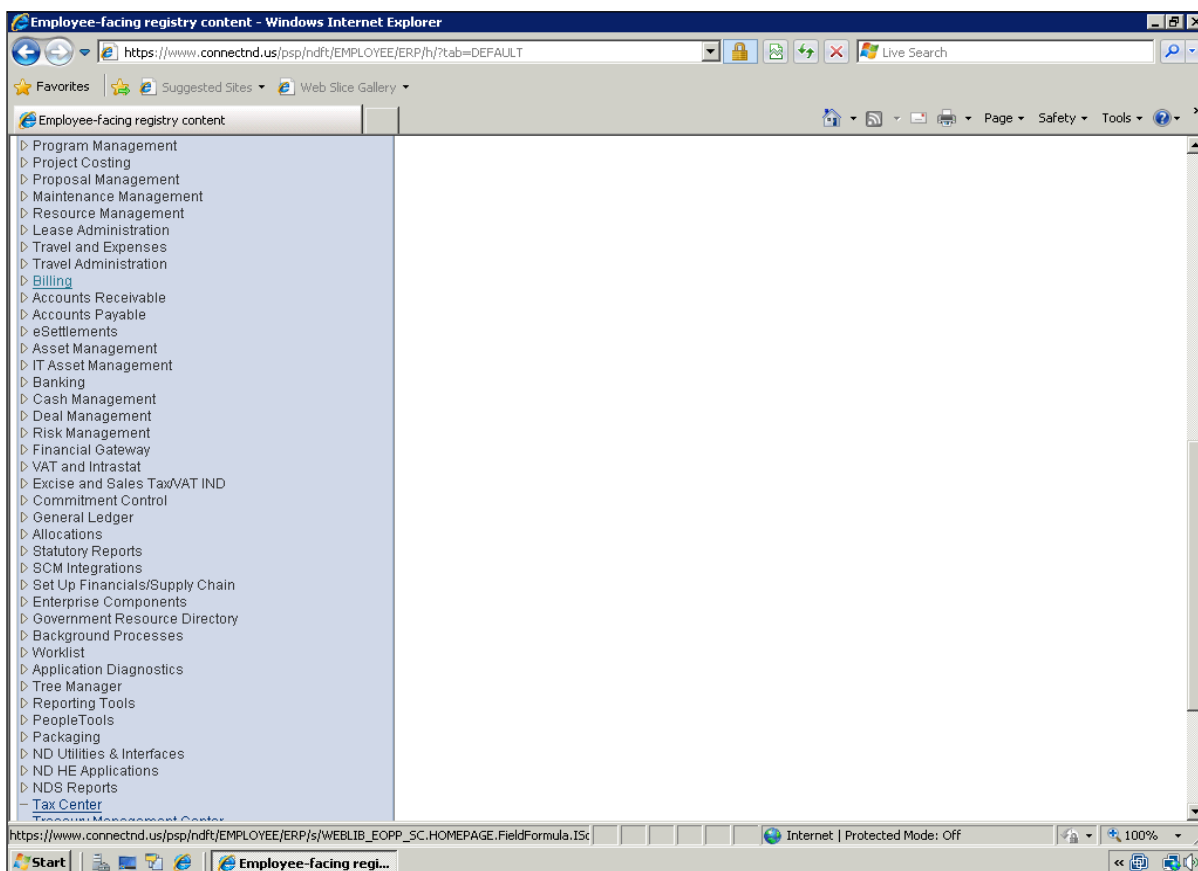
Navigation: Billing > Interface Transactions > Process Billing Interface

The Billing Interface Process accomplishes the following:

- Validates billing data on the staging table
- Applies defaults to fields not populated from the external systems from the appropriate level
- Converts all valid billing activity into the bill format




Procedure

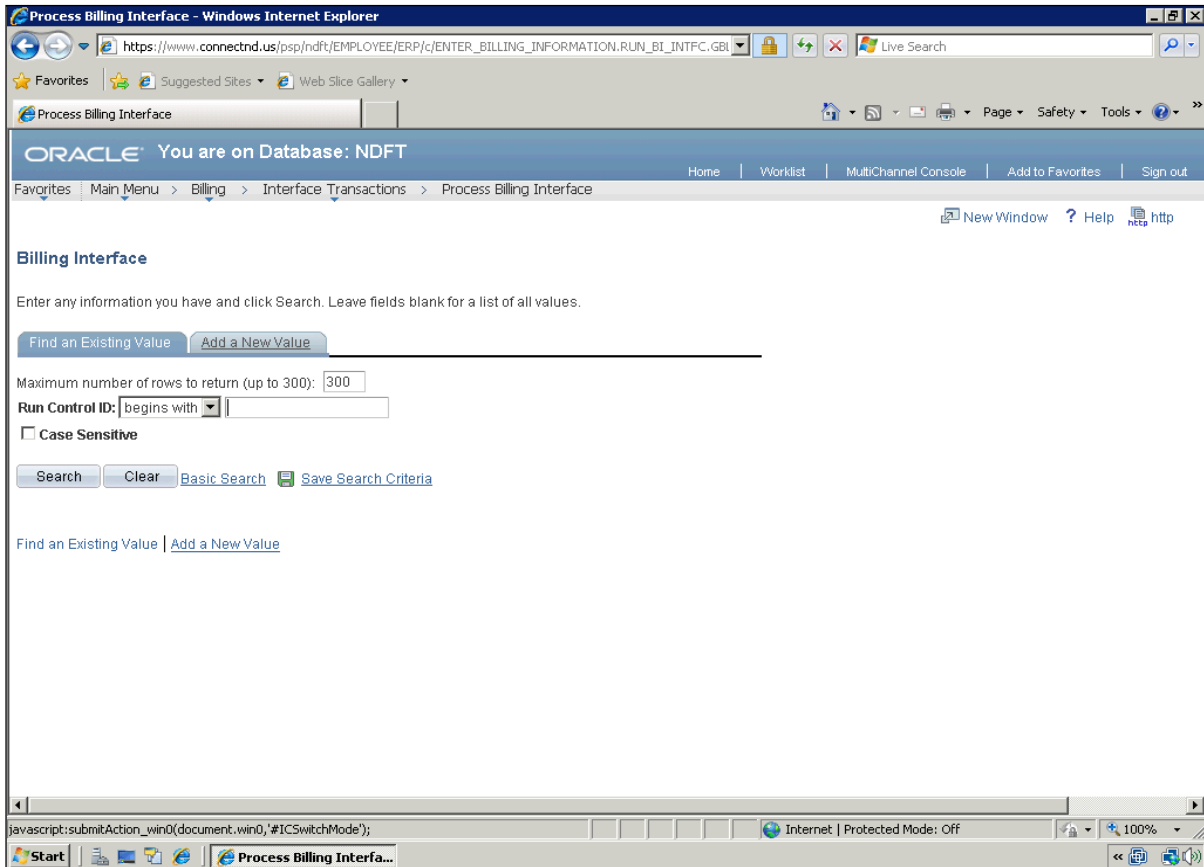
This topic shows how to Process a Billing Interface.





Training Guide Module 7 - Billing

Step	Action
1.	Click the Billing link. 
2.	Click the Interface Transactions link. 
3.	Click the Process Billing Interface link. 



Process Billing Interface - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.RUN_BI_INTFC.GBL

Process Billing Interface

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Interface Transactions > Process Billing Interface

New Window ? Help http

Billing Interface

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

Run Control ID: begins with

☐ Case Sensitive

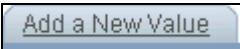
Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

javascript:submitAction_win0(document.win0,'#ICSwitchMode');

Internet | Protected Mode: Off

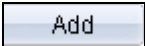
Start Process Billing Interfa...

Step	Action
4.	Click the Add a New Value tab. 

Training Guide

Module 7 - Billing



Step	Action
5.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.</p>
6.	<p>Enter the desired information into the Run Control ID field.</p> <p>Enter "PROCESS_BILLING_INTERFACE".</p>
7.	<p>Click the Add button.</p> 

Process Billing Interface - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.RUN_BI_INTFC.GBL

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Interface Transactions > Process Billing Interface

Billing Interface

Run Control ID: PROCESS_BILLING_INTERFACE Report Manager Process Monitor Run

*From Interface ID:


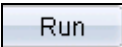
*To Interface ID:

[Return to Interface Transactions](#)

Save Notify Add Update/Display



Training Guide Module 7 - Billing

Step	Action
8.	<p>Note: The Interface ID can be obtained from the report ran in the Load Billing Interface process. See ST 7.4.1 - Load Billing Interface for report location.</p> <p>Enter the desired information into the From Interface ID field. Enter "10120910".</p>
9.	<p>The To Interface ID field will populate once you click in the blank field.</p> <p>Click in the To Interface ID field.</p> 
10.	<p>Click the Run button.</p> 

Process Billing Interface - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.RUN_BI_INTFC.GBL

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Interface Transactions > Process Billing Interface

New Window ? Help Customize Page Saved

Process Scheduler Request

User ID: LDShannon@ND.GOV Run Control ID: PROCESS_BILLING_INTERFACE

Server Name: [Dropdown] Run Date: 12/09/2010 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 2:26:47PM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Process List


Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Billing Interface	BIIF0001	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Interface & VAT Defaulting	BIJOBI01	PSJob	(None)	(None)	Distribution

OK Cancel

Done


Internet | Protected Mode: Off

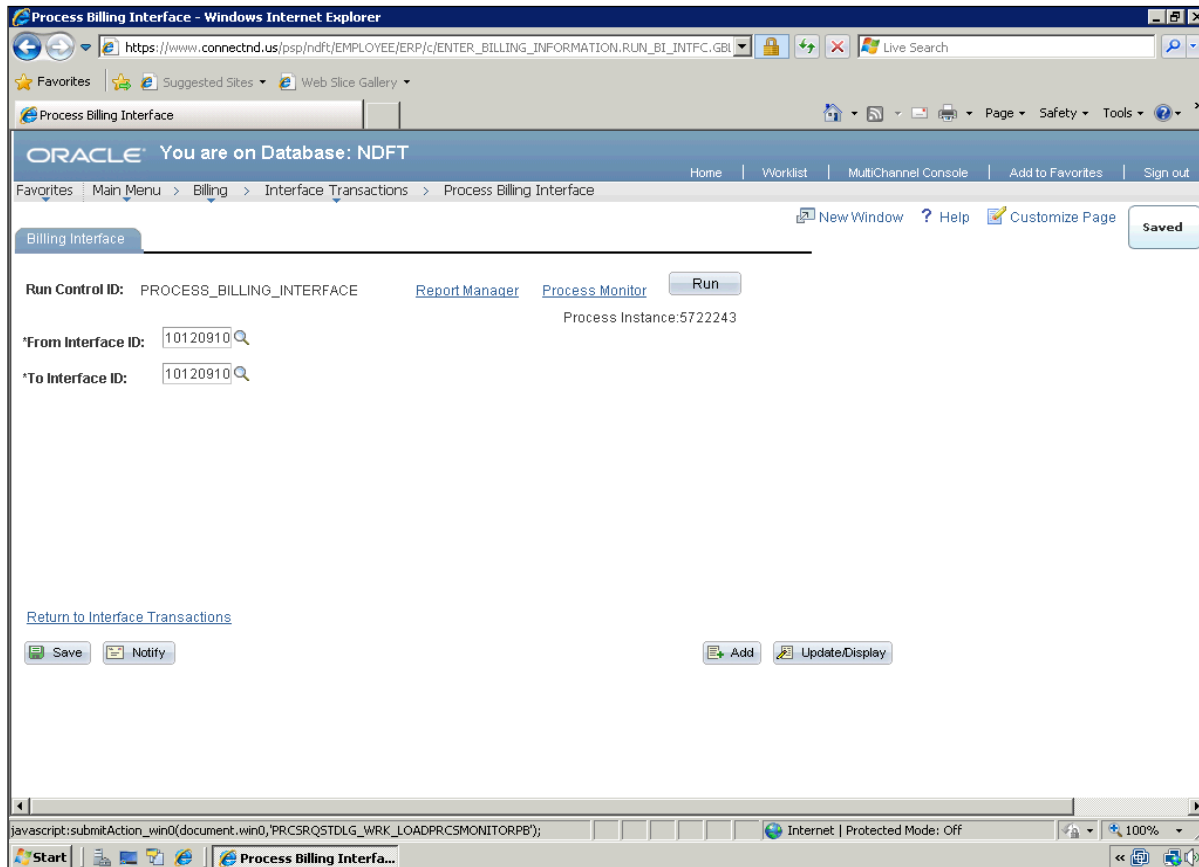
100%


Step	Action
11.	<p>Select the Billing Interface option.</p> 

Training Guide Module 7 - Billing



Step	Action
12.	Click the OK button. 



Step	Action
13.	Click the Process Monitor link. Note: This link will open a new window. 
14.	The process is complete when the Run Status is <u>Success</u> and Distribution Status is <u>Posted</u> .



Training Guide Module 7 - Billing

Process Billing Interface - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.RUN_BI_INTFC.GBL

Process Billing Interface

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process List | Server List

View Process Request For

User ID: LDSHANNON@ND.GOV Type: Last 90 Days Refresh

Server: Name: Instance: to



Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5722243		Application Engine	BIIF0001	LDSHANNON@ND.GOV	12/09/2010 2:26:47PM CST	Processing	N/A	Details
<input type="checkbox"/>	5722240		Application Engine	NDS_INTFC_BI	LDSHANNON@ND.GOV	12/09/2010 2:04:40PM CST	Success	Posted	Details
<input type="checkbox"/>	5721938		Crystal	GLC7501-	LDSHANNON@ND.GOV	12/03/2010 3:19:06PM CST	Success	Posted	Details
<input type="checkbox"/>	5721937		Crystal	GLC7501-	LDSHANNON@ND.GOV	12/03/2010 2:59:36PM CST	Success	Posted	Details
<input type="checkbox"/>	5721906		SQR Report	GLS7012	LDSHANNON@ND.GOV	12/03/2010 9:28:26AM CST	Success	Posted	Details
<input type="checkbox"/>	5721816		Crystal	GLC7501-	LDSHANNON@ND.GOV	11/29/2010 2:52:22PM CST	Success	Posted	Details
<input type="checkbox"/>	5721667		Crystal	GLC7501-	LDSHANNON@ND.GOV	11/23/2010 3:16:52PM CST	Success	Posted	Details
<input type="checkbox"/>	5721666		Crystal	GLC7501-	LDSHANNON@ND.GOV	11/23/2010 3:13:59PM CST	Success	Posted	Details
<input type="checkbox"/>	5721648		Application Engine	GL_JEDIT_0	LDSHANNON@ND.GOV	11/23/2010 1:41:39PM CST	Success	Posted	Details
<input type="checkbox"/>	5721647		Application Engine	GL_JEDIT_0	LDSHANNON@ND.GOV	11/23/2010 1:30:27PM CST	Success	Posted	Details
<input type="checkbox"/>	5721646		Application Engine	GL_JEDIT_0	LDSHANNON@ND.GOV	11/23/2010 1:27:41PM CST	Warning	Posted	Details
<input type="checkbox"/>	5721545		Application Engine	GL_JEDIT_0	LDSHANNON@ND.GOV	11/16/2010 11:01:46AM CST	Warning	Posted	Details

Done

Internet | Protected Mode: Off

Process Billing Interfa...

Step	Action
15.	Click the Refresh button. 
16.	Click the Details link. 

Training Guide

Module 7 - Billing



Step	Action
17.	Click the View Log/Trace link. View Log/Trace



Training Guide Module 7 - Billing

Process Billing Interface - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.RUN_BI_INTFC.GBI

Process Billing Interface

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Interface Transactions > Process Billing Interface

New Window ? Help Customize Page http

View Log/Trace

Report

Report ID: 4197126 Process Instance: 5722243 [Message Log](#)

Name: BIIF0001 Process Type: Application Engine

Run Status: Success

Billing Interface

Distribution Details

Distribution Node: NT Expiration Date: 02/07/2011

File List

Name	File Size (bytes)	Datetime Created
AE_BIIF0001_5722243.AET	195	12/09/2010 2:28:22.200000PM CST
AE_BIIF0001_5722243.stdout	537	12/09/2010 2:28:22.200000PM CST

Distribute To

Distribution ID Type	Distribution ID
User	LDSHANNON@ND.GOV

Return

Done

Internet | Protected Mode: Off

100%

Start | Process Billing Interfa...

Step	Action
18.	Click the AE_BIIF0001_5722243.stdout link.
19.	The process is a success when the <u>Transactions in Error</u> is 0 (Zero).
20.	This topic showed how to Process a Billing Interface. End of Procedure.

Training Guide

Module 7 - Billing



ST 7.4.3 - View Billing Interface Completions

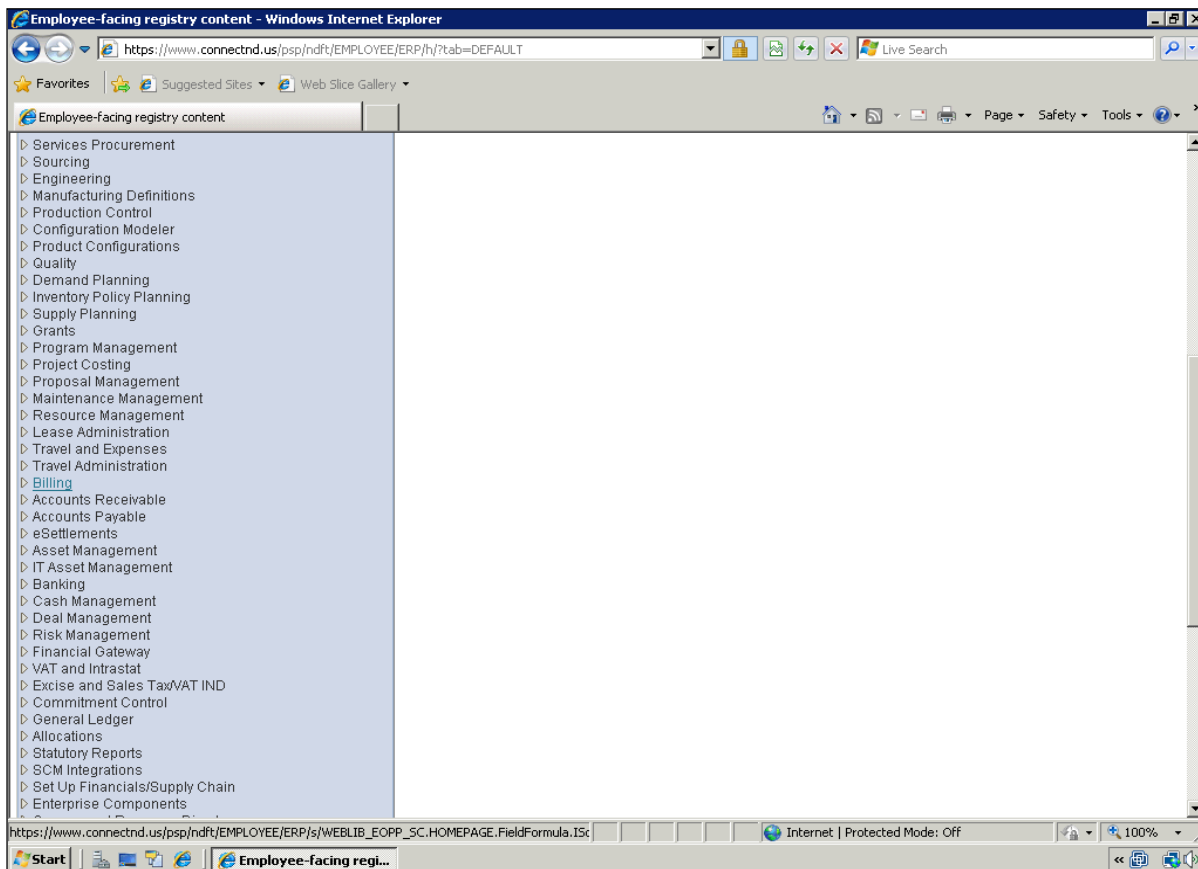
View Billing Interface Completions

Navigation: Billing > Interface Transactions > Review Interface Completions

After the Billing Interface Process is complete, the bill line status is updated to either **ERR** or **DON**. If the status is **DON**, it indicates that a bill has been created and the bill line is moved to the appropriate pages. If the status is **ERR**, the bill lines will need to be corrected (See ST 7.4.4 - Correct Billing Interface Errors).




Procedure


This topic shows how to run a View Billing Interface Completions report.





Training Guide Module 7 - Billing

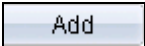
Step	Action
1.	Click the Billing link. 
2.	Click the Interface Transactions link. 
3.	Click the Create Billing Intrfc Report link. 

Step	Action
4.	Click the Add a New Value tab. 

Training Guide

Module 7 - Billing



Step	Action
5.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.</p>
6.	<p>Enter the desired information into the Run Control ID field.</p> <p>Enter "BILLING_INTERFACE_REPORT".</p>
7.	<p>Click the Add button.</p> 

Create Billing Intrfc Report - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.RUN_BI_INTFC3.GI

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Interface Transactions > Create Billing Intrfc Report

Billing Interface

Run Control ID: BILLING_INTERFACE_REPORT [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Range Selection

☒ Interface ID Interface ID:

☐ Date Added To Interface ID:

[Return to Interface Transactions](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Done

Internet | Protected Mode: Off

100%

Start | Create Billing Intrfc R...



Training Guide Module 7 - Billing

Step	Action
8.	Enter the desired information into the Interface ID field. Enter " 10120910 ".
9.	Click in the To Interface ID field to populate with the same interface id. <input type="text"/>
10.	Click the Run button. <input type="button" value="Run"/>

Process Scheduler Request

User ID: LDSHANNON@ND.GOV Run Control ID: BILLING_INTERFACE_REPORT

Server Name: Run Date: 12/09/2010
 Recurrence: Run Time: 2:46:24PM
 Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Intfc Detail Sumry By Intfc ID	BIIFD001	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Intfc Detail Sumry By BU	BIIFD002	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Intfc Summary By Intfc ID	BIIFD003	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Intfc Summary By BU	BIIFD004	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Intfc Error Sumry By Intfc ID	BIIFE001	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Intfc Error Sumry By BU	BIIFE002	Crystal	Web	PDF	Distribution

Step	Action
11.	Select the Intfc Detail Sumry By Intfc ID option. <input checked="" type="checkbox"/>
12.	Click the OK button. <input type="button" value="OK"/>

Training Guide

Module 7 - Billing



Create Billing Intrfc Report - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.RUN_BI_INTFC3.GI

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Favorites | Main Menu > Billing > Interface Transactions > Create Billing Intrfc Report

Buttons: New Window | Help | Customize Page | Saved

Billing Interface

Run Control ID: BILLING_INTERFACE_REPORT | [Report Manager](#) | [Process Monitor](#) | [Run](#)

Language: English | Process Instance: 5722246

Range Selection

☒ Interface ID | Interface ID: 10120910

☐ Date Added | To Interface ID: 10120910

[Return to Interface Transactions](#)

Buttons: Save | Notify | Add | Update/Display

Internet | Protected Mode: Off | 100%

Taskbar: Start | Create Billing Intrfc R...

Step	Action
13.	Click the Process Monitor link. Process Monitor



Training Guide Module 7 - Billing

Create Billing Intrfc Report - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.RUN_BI_INTFC3.GI

Create Billing Intrfc Report

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Interface Transactions > Create Billing Intrfc Report

New Window ? Help Customize Page http

Process List Server List

View Process Request For

User ID: LDSHANNON@ Type: Last 90 Days Refresh



Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5722246		Crystal	BIIFD001	LDSHANNON@ND.GOV	12/09/2010 2:46:24PM CST	Queued	N/A	Details
<input type="checkbox"/>	5722243		Application Engine	BIIF001	LDSHANNON@ND.GOV	12/09/2010 2:26:47PM CST	Success	Posted	Details
<input type="checkbox"/>	5722240		Application Engine	NDS_INTFC_BI	LDSHANNON@ND.GOV	12/09/2010 2:04:40PM CST	Success	Posted	Details
<input type="checkbox"/>	5721938		Crystal	GLC7501-	LDSHANNON@ND.GOV	12/03/2010 3:19:06PM CST	Success	Posted	Details
<input type="checkbox"/>	5721937		Crystal	GLC7501-	LDSHANNON@ND.GOV	12/03/2010 2:59:36PM CST	Success	Posted	Details
<input type="checkbox"/>	5721906		SQR Report	GLS7012	LDSHANNON@ND.GOV	12/03/2010 9:28:26AM CST	Success	Posted	Details
<input type="checkbox"/>	5721816		Crystal	GLC7501-	LDSHANNON@ND.GOV	11/29/2010 2:52:22PM CST	Success	Posted	Details
<input type="checkbox"/>	5721667		Crystal	GLC7501-	LDSHANNON@ND.GOV	11/23/2010 3:16:52PM CST	Success	Posted	Details
<input type="checkbox"/>	5721666		Crystal	GLC7501-	LDSHANNON@ND.GOV	11/23/2010 3:13:59PM CST	Success	Posted	Details
<input type="checkbox"/>	5721648		Application Engine	GL_JEDIT_0	LDSHANNON@ND.GOV	11/23/2010 1:41:39PM CST	Success	Posted	Details
<input type="checkbox"/>	5721647		Application Engine	GL_JEDIT_0	LDSHANNON@ND.GOV	11/23/2010 1:30:27PM CST	Success	Posted	Details
<input type="checkbox"/>	5721646		Application Engine	GL_JEDIT_0	LDSHANNON@ND.GOV	11/23/2010 1:27:41PM CST	Warning	Posted	Details

Internet | Protected Mode: Off

Start | Create Billing Intrfc R...

Step	Action
14.	Click the Refresh button. 
15.	The process is complete when the Run Status is <u>Success</u> and Distribution Status is <u>Posted</u> .
16.	Click the Details link. 

Training Guide

Module 7 - Billing



Create Billing Intrfc Report - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.RUN_BI_INTFC3.GI

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process Detail

Process

Instance: 5722246 Type: Crystal
 Name: BIIFD001 Description: Intfc Detail Sumry By Intfc ID
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: BILLING_INTERFACE_REPORT
 Location: Server
 Server: PSNT
 Recurrence:

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Restart Request

Date/Time **Actions**

Request Created On: 12/09/2010 2:46:58PM CST [Parameters](#) Transfer
 Run Anytime After: 12/09/2010 2:46:24PM CST [Message Log](#)
 Began Process At: 12/09/2010 2:47:32PM CST Batch Timings
 Ended Process At: 12/09/2010 2:47:39PM CST [View Log/Trace](#)

javascript:submitAction_win0(document.win0,'PMN_DERIVED_INDEX_BTN');

Internet | Protected Mode: Off

Start | Create Billing Intrfc R...

Step	Action
17.	Click the View Log/Trace link. View Log/Trace



Training Guide Module 7 - Billing

Create Billing Intrfc Report - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.RUN_BI_INTFC3.GI

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

View Log/Trace

Report

Report ID: 4197129 Process Instance: 5722246 [Message Log](#)

Name: BIIFD001 Process Type: Crystal

Run Status: Success

Intfc Detail Sumry By Intfc ID

Distribution Details

Distribution Node: NT Expiration Date: 02/07/2011

File List

Name	File Size (bytes)	Datetime Created
BIIFD001_5722246.PDF	61,020	12/09/2010 2:47:39.863000PM CST
CRW_BIIFD001_5722246.log	0	12/09/2010 2:47:39.863000PM CST
psqltrace.trc	496	12/09/2010 2:47:39.863000PM CST

Distribute To

Distribution ID Type	*Distribution ID
User	LDSHANNON@ND.GOV

[Return](#)

https://www.connectnd.us/psreports/ndft/4197129/BIIFD001_5722246.PDF

Internet | Protected Mode: Off

Start | Create Billing Intrfc R...

Step	Action
18.	Click the BIIFD001_5722246.PDF link. BIIFD001_5722246.PDF
19.	The Interface Detail Summary Report includes detail by Interface ID, Load Status, Unit, Customer and Invoice.
20.	This topic showed how to run a View Billing Interface Completions report. End of Procedure.



ST 7.4.4 - Correct Billing Interface Errors

Correct Billing Interface Errors

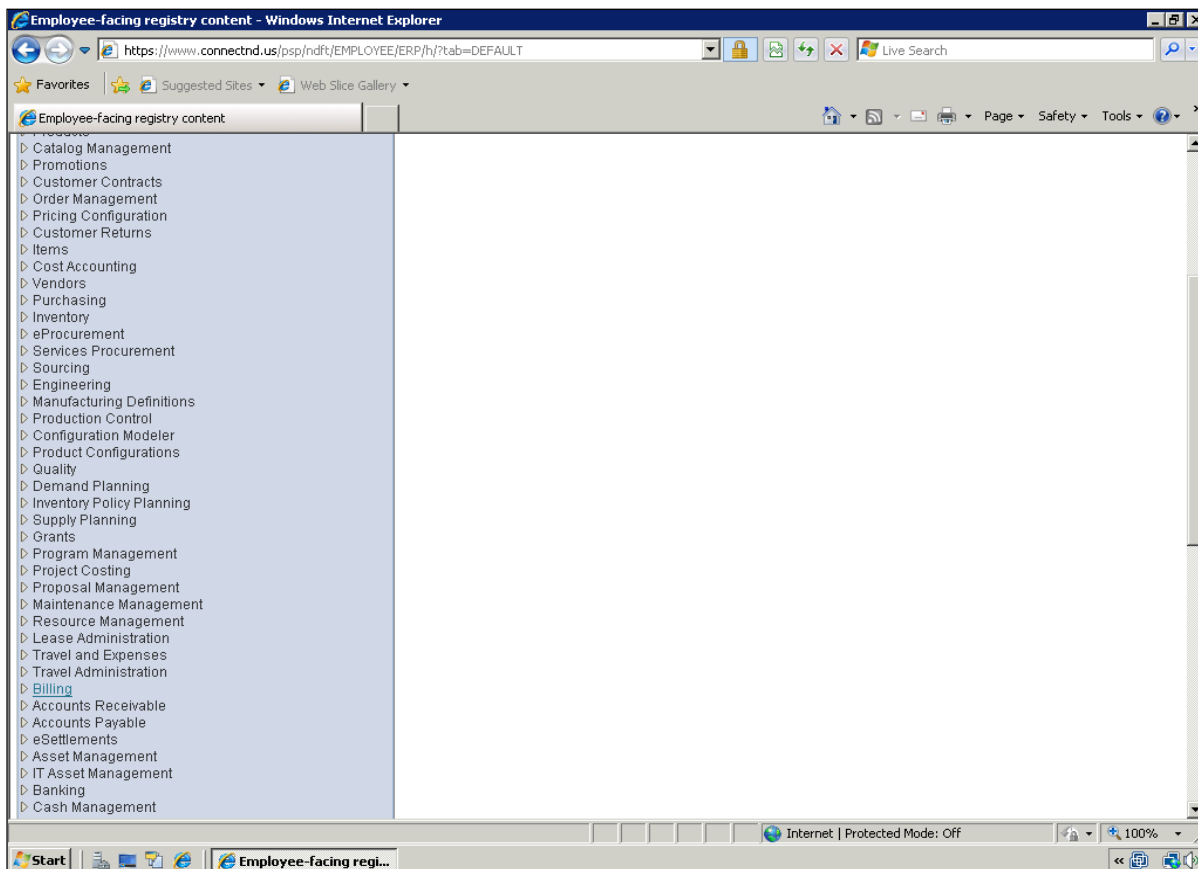
Navigation: Billing > Interface Transactions > Correct Interface Errors

When the Billing Interface status is **ERR**, it indicates that an error occurred and the bill was not created. When bills do not pass the validation process, they remain in the staging area with an error status until the bill is corrected. You can correct the error and re-run the Billing Interface Process to create the bill.

DO NOT run the Load Billing Interface (ST 7.4.1) process again as this will error in the system.




Procedure

This topic shows how to Correct Billing Interface Errors.





Training Guide Module 7 - Billing

Step	Action
1.	Click the Billing link. 
2.	Click the Interface Transactions link. 
3.	Click the Correct Interface Errors link. 
4.	Type the Interface ID in the Interface ID field and click Search. If there are errors, the Process Interface Billing (PS_INTFC_BI) page will identify the error. Fix the error and Save. Continue with the Billing Interface process.
5.	This topic showed how to Correct Billing Interface Errors. End of Procedure.



ST Lesson 7.5 - Generating Invoices

Generating Invoices

An invoice is the document that you send to your customer requesting payment for goods, services provided, or both. In PeopleSoft, after you create a bill, you can generate an invoice if the necessary header and line information is entered and the bill status is **RDY** (Ready).

When a bill is created, the default bill status is generally **NEW**. You can change the bill status in two ways: manually change the status of each bill or use the **Bill Status Change** (ST 7.5.1 - Bill Status Change) process.

ST 7.5.1 - Bill Status Change

Bill Status Change

Navigation: Billing > Maintain Bills > Change Status of Bills

You can change the status for a group of bills having the status of New, Hold, Ready, Pending, or Canceled to New, Hold, or Ready. This can help you prepare for the invoicing procedures.

To change the status for a group of bills, perform the following steps:

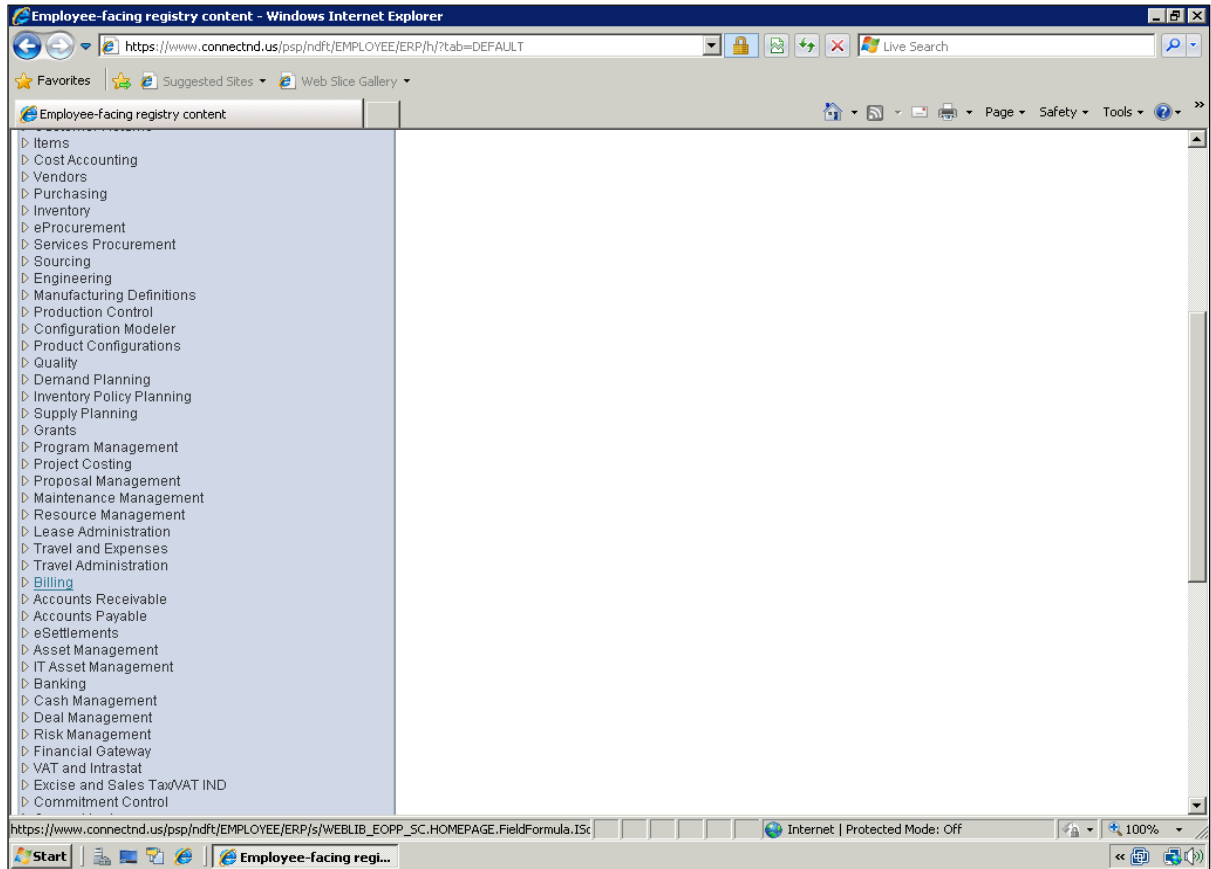
- Perform search to find bills that require status change.
- Run the Status Change process.
- View the pro forma invoice (optional).
- Perform search to confirm bill status change.




Procedure

This topic shows how to run a Bill Status Change.



Training Guide Module 7 - Billing





Step	Action
1.	Click the Billing link. 
2.	Click the Maintain Bills link. 
3.	Click the Change Status of Bills link. 

Training Guide

Module 7 - Billing



Step	Action
4.	Click the Add a New Value tab. 
5.	After navigating to a report, the user will be asked to enter a Run Control ID: The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID. The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces</u> . Once the Run Control is entered you will proceed to the parameters page.
6.	Enter the desired information into the Run Control ID field. Enter " BILLING_STATUS_CHANGE ".
7.	Click the Add button. 



Training Guide Module 7 - Billing

Step	Action
8.	Make sure the <u>From Status</u> , <u>To Status</u> and <u>Range Selection</u> parameters are selected on the Status Change screen.

Change Status of Bills - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_BILLING_UTILITIES.RUN_BI_STSCHG.GBL:...

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

Status Change

Run Control ID: BILLING_STATUS_CHANGE Report Manager Process Monitor Run

Language: English

From Status

☒ New ☐ Ready
☐ Hold ☐ Canceled
☐ Pending

To Status

*New Bill Status: Ready Bill

Range Selection

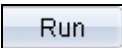
☒ All ☐ Invoice ID
☐ Bill Cycle ☐ Cust ID
☐ Start Add ☐ Bill Type
☐ Range ID ☐ Bill Source
☐ Copy Group ID

☐ Include Consolidation Group

Business Unit: 12500

[Return to Interface Transactions](#)

Save Notify Add Update/Display

Step	Action
9.	Click the Run button. 

Training Guide

Module 7 - Billing



Change Status of Bills - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_BILLING_UTILITIES.RUN_BI_STSCHG.GBL

Change Status of Bills

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

New Window ? Help Customize Page

Process Scheduler Request

User ID: LDSHANNON@ND.GOV Run Control ID: BILLING_STATUS_CHANGE

Server Name: Run Date: 12/09/2010

Recurrence: Run Time: 3:00:44PM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Invoice Status Change	BIIVCSTS	SQR Report	Web	PDF	Distribution

OK Cancel

Done

Internet | Protected Mode: Off

100%

Start Change Status of Bills...

Step	Action
10.	Click the OK button. <div>OK</div>



Training Guide Module 7 - Billing

Change Status of Bills - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_BILLING_UTILITIES.RUN_BI_STSCHG.GBL

Change Status of Bills

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Change Status of Bills

Status Change

Run Control ID: BILLING_STATUS_CHANGE [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 5722248

From Status

☒ New ☐ Ready
☐ Hold ☐ Canceled
☐ Pending

To Status

New Bill Status: Ready Bill

Range Selection

☒ All ☐ Invoice ID
☐ Bill Cycle ☐ Cust ID
☐ Start Add ☐ Bill Type
☐ Range ID ☐ Bill Source
☐ Copy Group ID

☐ Include Consolidation Group

Business Unit: 12500

[Return to Interface Transactions](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

javascript:submitAction_win0(document.win0,PRCSRQSTDLG_WRK_LOADPRCSMONITORPB);

Internet | Protected Mode: Off

Start | Change Status of Bills...

Step	Action
11.	Click the Process Monitor link. Process Monitor

Training Guide

Module 7 - Billing



Change Status of Bills - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_BILLING_UTILITIES.RUN_BI_STSCHG.GBL

Change Status of Bills

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process List | Server List

View Process Request For

User ID: LSHANNON@ND.GOV Type: Last 90 Days Refresh

Server: Name: Instance: to



Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5722248		SQR Report	BIIVCSTS	LSHANNON@ND.GOV	12/09/2010 3:00:44PM CST	Queued	N/A	Details
<input type="checkbox"/>	5722246		Crystal	BIIFD001	LSHANNON@ND.GOV	12/09/2010 2:46:24PM CST	Success	Posted	Details
<input type="checkbox"/>	5722243		Application Engine	BIIF0001	LSHANNON@ND.GOV	12/09/2010 2:26:47PM CST	Success	Posted	Details
<input type="checkbox"/>	5722240		Application Engine	NDS_INTFC_BI	LSHANNON@ND.GOV	12/09/2010 2:04:40PM CST	Success	Posted	Details
<input type="checkbox"/>	5721938		Crystal	GLC7501-	LSHANNON@ND.GOV	12/03/2010 3:19:06PM CST	Success	Posted	Details
<input type="checkbox"/>	5721937		Crystal	GLC7501-	LSHANNON@ND.GOV	12/03/2010 2:59:36PM CST	Success	Posted	Details
<input type="checkbox"/>	5721906		SQR Report	GLS7012	LSHANNON@ND.GOV	12/03/2010 9:28:26AM CST	Success	Posted	Details
<input type="checkbox"/>	5721816		Crystal	GLC7501-	LSHANNON@ND.GOV	11/29/2010 2:52:22PM CST	Success	Posted	Details
<input type="checkbox"/>	5721667		Crystal	GLC7501-	LSHANNON@ND.GOV	11/23/2010 3:16:52PM CST	Success	Posted	Details
<input type="checkbox"/>	5721666		Crystal	GLC7501-	LSHANNON@ND.GOV	11/23/2010 3:13:59PM CST	Success	Posted	Details
<input type="checkbox"/>	5721648		Application Engine	GL_JEDIT_0	LSHANNON@ND.GOV	11/23/2010 1:41:39PM CST	Success	Posted	Details
<input type="checkbox"/>	5721647		Application Engine	GL_JEDIT_0	LSHANNON@ND.GOV	11/23/2010 1:30:27PM CST	Success	Posted	Details

Done

Internet | Protected Mode: Off

Start | Change Status of Bills...

Step	Action
12.	Click the Refresh button. 
13.	The process is complete when the Run Status is <u>Success</u> and Distribution Status is <u>Posted</u> .
14.	Click the Details link. 



Training Guide Module 7 - Billing

Change Status of Bills - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_BILLING_UTILITIES.RUN_BI_STSCHG.GBL

Change Status of Bills

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process Detail

Process

Instance: 5722248 Type: SGR Report
Name: BIVCSTS Description: Invoice Status Change
Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: BILLING_STATUS_CHANGE
Location: Server
Server: PSNT
Recurrence:

Hold Request
Queue Request
Cancel Request
Delete Request
Restart Request

Date/Time Actions

Request Created On: 12/09/2010 3:00:47PM CST
Run Anytime After: 12/09/2010 3:00:44PM CST
Began Process At: 12/09/2010 3:00:58PM CST
Ended Process At: 12/09/2010 3:01:12PM CST

Parameters Transfer
Message Log
Batch Timings
View Log/Trace

javascript:submitAction_win0(document.win0,PMN_DERIVED_INDEX_BTN);

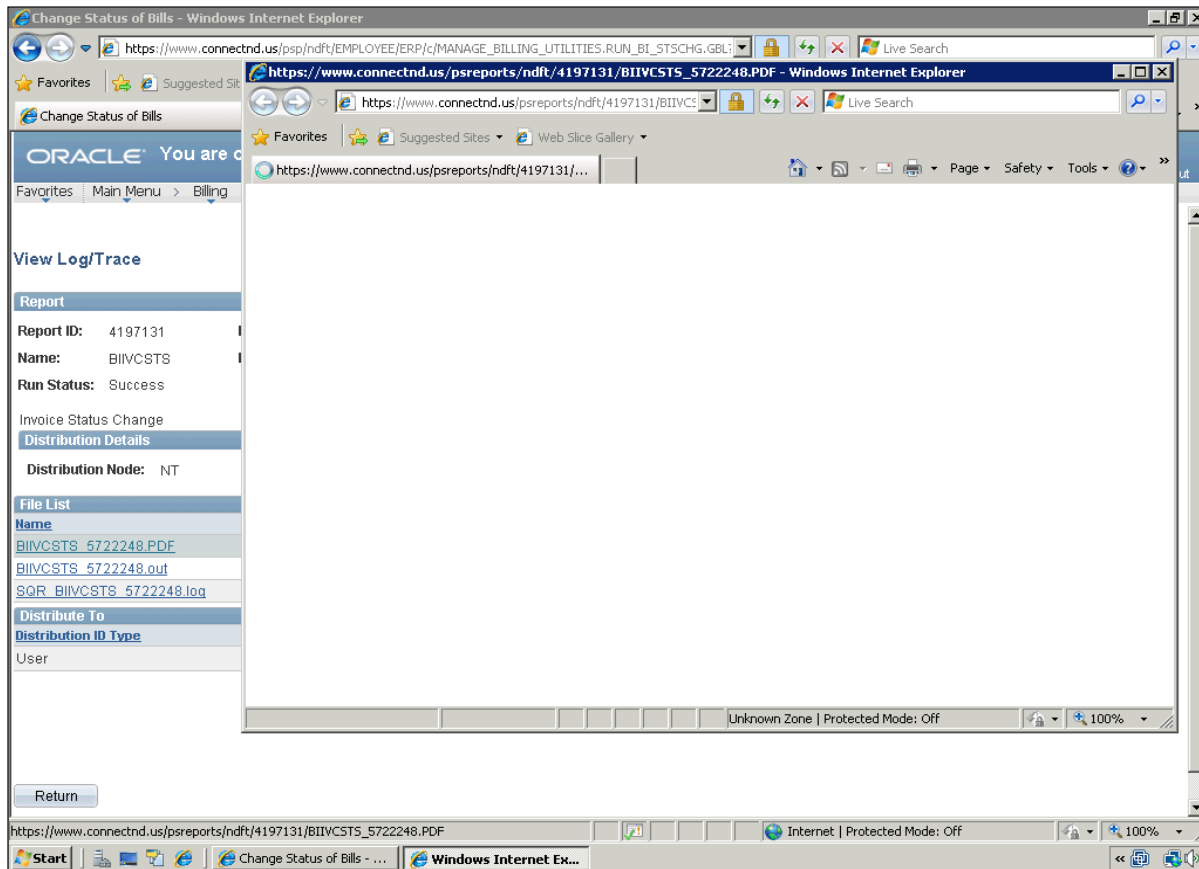
Internet | Protected Mode: Off

Change Status of Bills...

Step	Action
15.	Click the View Log/Trace link. View Log/Trace

Training Guide

Module 7 - Billing



Step	Action
16.	Click the BIIVCSTS_5722248.PDF link. BIIVCSTS_5722248.PDF
17.	The Invoice Status Change Report displays Status, Bill Type, Customer Name, Customer Number and Error Message (if applicable) .
18.	This topic showed how to run a Bill Status Change. End of Procedure.



ST 7.5.2 - Printing Pro Forma Invoices

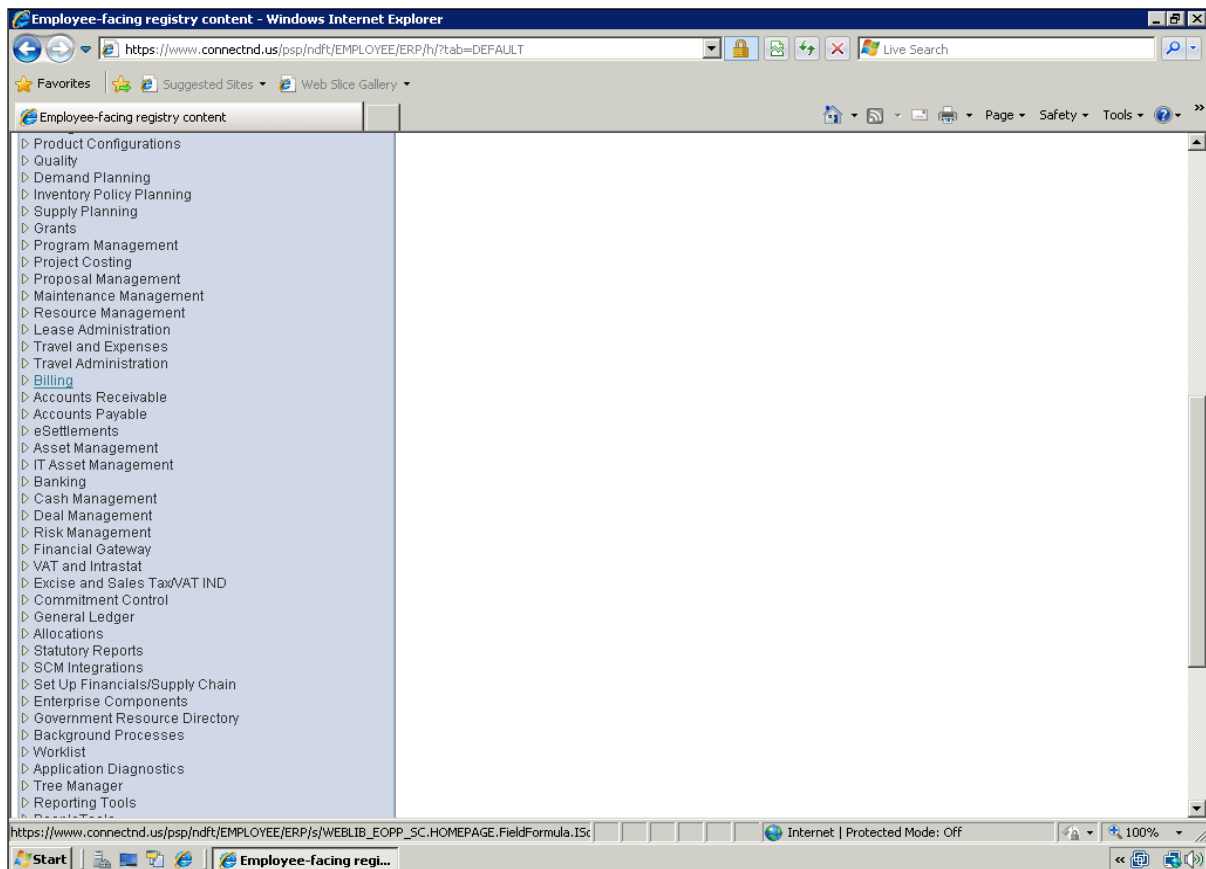
Printing Pro Forma Invoices

Navigation: Billing > Generate Invoices > Non-Consolidated > Print Pro Forma

A Pro Forma is identical to an invoice except for two things: the word "Pro Forma" appears at the top of the page instead of "Invoice," and the estimated due date is printed instead of the actual due date. You can generate a Pro Forma before or after bills are in the **RDY** state, since you are producing a "sample" invoice. Printing Pro Forma enables you to correct errors before bills are invoiced.

Procedure





This topic shows how to Print Pro Forma Invoices.




Training Guide

Module 7 - Billing




Step	Action
1.	Click the Billing link. 
2.	Click the Generate Invoices link. 
3.	Click the Non-Consolidated link. 
4.	Click the Print Pro Forma link. 

Step	Action
5.	Click the Add a New Value tab. 



Training Guide Module 7 - Billing

Step	Action
6.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces</u>. Once the Run Control is entered you will proceed to the parameters page.</p>
7.	<p>Enter the desired information into the Run Control ID field. Enter "PRO_FORMA_INVOICES".</p>
8.	<p>Click the Add button.</p> 
9.	<p>The page parameters should be selected to run the invoices for a specified customer (Select Specified) and the Invoice Date Option should be Processing Date.</p> <p>The Range Selection can vary depending on how you want the system to filter the results.</p>

Training Guide

Module 7 - Billing



Print Pro Forma - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.PROFORMA.GBL?PORTALPAF

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Print Pro Forma

New Window ? Help Customize Page http

Pro Forma | **Print Options**

Run Control ID: PRO_FORMA_INVOICES [Report Manager](#) [Process Monitor](#) **Run**

Language: English ☒ Specified ☐ Recipient's

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr: 1

Invoice Date Option

☒ Processing Date ☐ User Defined

Range Selection

☐ All ☒ Invoice ID

☐ Bill Cycle ☐ Cust ID

☐ Date Bill Added ☐ Bill Type

☐ Range ID ☐ Bill Source

From Business Unit:

To Business Unit:

From Invoice:

To Invoice:

[Return to Interface Transactions](#)



Save **Notify** **Add** **Update/Display**

Pro Forma | [Print Options](#)

Main Content

Done Internet | Protected Mode: Off 100%

Start Print Pro Forma - Win...

Step	Action
10.	The All Range Selection will select all the invoices staged for the Pro Forma run. Click the All option. 
11.	Click the Bills To Be Processed button. 



Training Guide Module 7 - Billing

Print Pro Forma - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.PROFORMA.GBL?PORTALPAF

Print Pro Forma

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Print Pro Forma

New Window ? Help Customize Page http

Bills To Be Processed

Bill Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
12500	112010.112.0	RDY	112.0	PORTRAIT	P	P
12500	112010.190.0	RDY	190.0	PORTRAIT	P	P
12500	112010.192.0	RDY	192.0	PORTRAIT	P	P
12500	112010.226.0	RDY	226.0	PORTRAIT	P	P
12500	112010.301.0	RDY	301.0	PORTRAIT	P	P
12500	112010.305.0	RDY	305.0	PORTRAIT	P	P
12500	112010.313.0	RDY	313.0	PORTRAIT	P	P
12500	112010.325.0	RDY	325.0	PORTRAIT	P	P
12500	112010.380.0	RDY	380.0	PORTRAIT	P	P
12500	112010.401.0	RDY	401.0	PORTRAIT	P	P
12500	112010.403.0	RDY	403.0	PORTRAIT	P	P
12500	112010.405.0	RDY	405.0	PORTRAIT	P	P
12500	112010.408.0	RDY	408.0	PORTRAIT	P	P
12500	112010.412.0	RDY	412.0	PORTRAIT	P	P
12500	112010.413.0	RDY	413.0	PORTRAIT	P	P
12500	112010.471.0	RDY	471.0	PORTRAIT	P	P

Return

Done

Internet | Protected Mode: Off

100%

Start | Print Pro Forma - Win...

Step	Action
12.	Click the Return button.
	Return

Training Guide

Module 7 - Billing



Print Pro Forma - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.PROFORMA.GBL?PORTALPAF

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Pro Forma | **Print Options**

Run Control ID: PRO_FORMA_INVOICES [Report Manager](#) [Process Monitor](#) **Run**

Language: English ☒ Specified ☐ Recipient's

Selection Parameters

Seq Nbr: 1

Invoice Date Option

☒ Processing Date ☐ User Defined

Range Selection

☒ All ☐ Invoice ID

☐ Bill Cycle ☐ Cust ID

☐ Date Bill Added ☐ Bill Type

☐ Range ID ☐ Bill Source

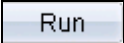
From Business Unit: 12500

To Business Unit: 12500

[Return to Interface Transactions](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Pro Forma | [Print Options](#)

Step	Action
13.	Click the Run button.
	



Training Guide Module 7 - Billing

Print Pro Forma - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.PROFORMA.GBL?PORTALPAF

Print Pro Forma

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Print Pro Forma

New Window ? Help Customize Page http

Process Scheduler Request

User ID: LDSHANNON@ND.GOV Run Control ID: PRO_FORMA_INVOICES

Server Name: [Dropdown] Run Date: 12/09/2010 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 3:10:25PM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Proforma & Print	BIJOB01	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Proforma Final/Print w/Crystal	BIJOB51	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/Crystal	BIPJ40	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Higher Ed Grants Invoice w/SQR	HEBIPJ02	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	ND Print SQR Invoice Portrait	NDSBJ10	PSJob	(None)	(None)	Distribution

OK Cancel

Internet | Protected Mode: Off

100%

Step	Action
14.	Select the ND Print SQR Invoice Portrait option. <input type="checkbox"/>
15.	Click the OK button. <input type="button" value="OK"/>

Training Guide

Module 7 - Billing



Print Pro Forma - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.PROFORMA.GBL?PORTALPAF

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Pro Forma | **Print Options**

Run Control ID: PRO_FORMA_INVOICES [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English ☒ Specified ☐ Recipient's Process Instance: 5722249

Selection Parameters

Seq Nbr: 1

Invoice Date Option

☒ Processing Date ☐ User Defined

Range Selection

☒ All ☐ Invoice ID

☐ Bill Cycle ☐ Cust ID

☐ Date Bill Added ☐ Bill Type

☐ Range ID ☐ Bill Source

From Business Unit: 12500

To Business Unit: 12500

[Return to Interface Transactions](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Pro Forma | [Print Options](#)

javascript:submitAction_win0(document,win0,'PRCSRQSTDLG_WRK_LOADPRCSMONITORPB'); Internet | Protected Mode: Off

Step	Action
16.	Click the Process Monitor link. Process Monitor



Training Guide Module 7 - Billing

Print Pro Forma - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.PROFORMA.GBL?PORTALPAF

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process List | Server List



View Process Request For

User ID: LSHANNON@ Type: Last 90 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5722249		PSJob	NDSBJ10	LSHANNON@ND.GOV	12/09/2010 3:10:25PM CST	Processing	N/A	Details
<input type="checkbox"/>	5722248		SQR Report	BIIVCSTS	LSHANNON@ND.GOV	12/09/2010 3:00:44PM CST	Success	Posted	Details
<input type="checkbox"/>	5722246		Crystal	BIIFD001	LSHANNON@ND.GOV	12/09/2010 2:46:24PM CST	Success	Posted	Details
<input type="checkbox"/>	5722243		Application Engine	BIIFD001	LSHANNON@ND.GOV	12/09/2010 2:26:47PM CST	Success	Posted	Details
<input type="checkbox"/>	5722240		Application Engine	NDS_INTFC_BI	LSHANNON@ND.GOV	12/09/2010 2:04:40PM CST	Success	Posted	Details
<input type="checkbox"/>	5721938		Crystal	GLC7501-	LSHANNON@ND.GOV	12/03/2010 3:19:06PM CST	Success	Posted	Details
<input type="checkbox"/>	5721937		Crystal	GLC7501-	LSHANNON@ND.GOV	12/03/2010 2:59:36PM CST	Success	Posted	Details
<input type="checkbox"/>	5721906		SQR Report	GLS7012	LSHANNON@ND.GOV	12/03/2010 9:28:26AM CST	Success	Posted	Details
<input type="checkbox"/>	5721816		Crystal	GLC7501-	LSHANNON@ND.GOV	11/29/2010 2:52:22PM CST	Success	Posted	Details
<input type="checkbox"/>	5721667		Crystal	GLC7501-	LSHANNON@ND.GOV	11/23/2010 3:16:52PM CST	Success	Posted	Details
<input type="checkbox"/>	5721666		Crystal	GLC7501-	LSHANNON@ND.GOV	11/23/2010 3:13:59PM CST	Success	Posted	Details
<input type="checkbox"/>	5721648		Application Engine	GL_JEDIT_0	LSHANNON@ND.GOV	11/23/2010 1:41:39PM CST	Success	Posted	Details

Step	Action
17.	Click the Refresh button. 
18.	The process is complete when the Run Status is <u>Success</u> and Distribution Status is <u>Posted</u> .
19.	Click the NDSBJ10 link. 

Training Guide

Module 7 - Billing



Step	Action
20.	Click the 5722251 - BIIVCPN Success link. <u>5722251 - BIIVCPN Success</u>



Training Guide Module 7 - Billing

Step	Action
21.	Click the View Log/Trace link. View Log/Trace

Training Guide

Module 7 - Billing



Print Pro Forma - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.PROFORMA.GBL?PORTALPAF

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Print Pro Forma

New Window ? Help Customize Page http

View Log/Trace

Report

Report ID: 4197133 Process Instance: 5722251 [Message Log](#)

Name: BIIVCPN Process Type: SQR Report

Run Status: Success

Print Portrait Invoices

Distribution Details

Distribution Node: NT Expiration Date: 02/07/2011

File List

Name	File Size (bytes)	Datetime Created
BIIVCPN_5722251.PDF	92,177	12/09/2010 3:11:46.807000PM CST
BIIVCPN_5722251.out	0	12/09/2010 3:11:46.807000PM CST
SQR_BIIVCPN_5722251.log	1,703	12/09/2010 3:11:46.807000PM CST

Distribute To

Distribution ID Type	*Distribution ID
User	LDSHANNON@ND.GOV

Return

https://www.connectnd.us/psreports/ndft/4197133/BIIVCPN_5722251.PDF

Internet | Protected Mode: Off

100%

Start | Print Pro Forma - Win...

Step	Action
22.	Click the BIIVCPN_5722251.PDF link.
23.	The PRO FORMA invoices are ready to be viewed or printed.
24.	This topic showed how to Print Pro Forma Invoices. End of Procedure.



ST 7.5.3 - Running/Printing Single Action Invoice

Running/Printing Single Action Invoice

Navigation: Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

Single Action Invoicing:

- Includes a number of processes in a single action.
- Provides processing options for all of these processes from one control page.
- Eliminates the need to navigate to multiple pages to set up processing options.

The Single Action process links the following processes:

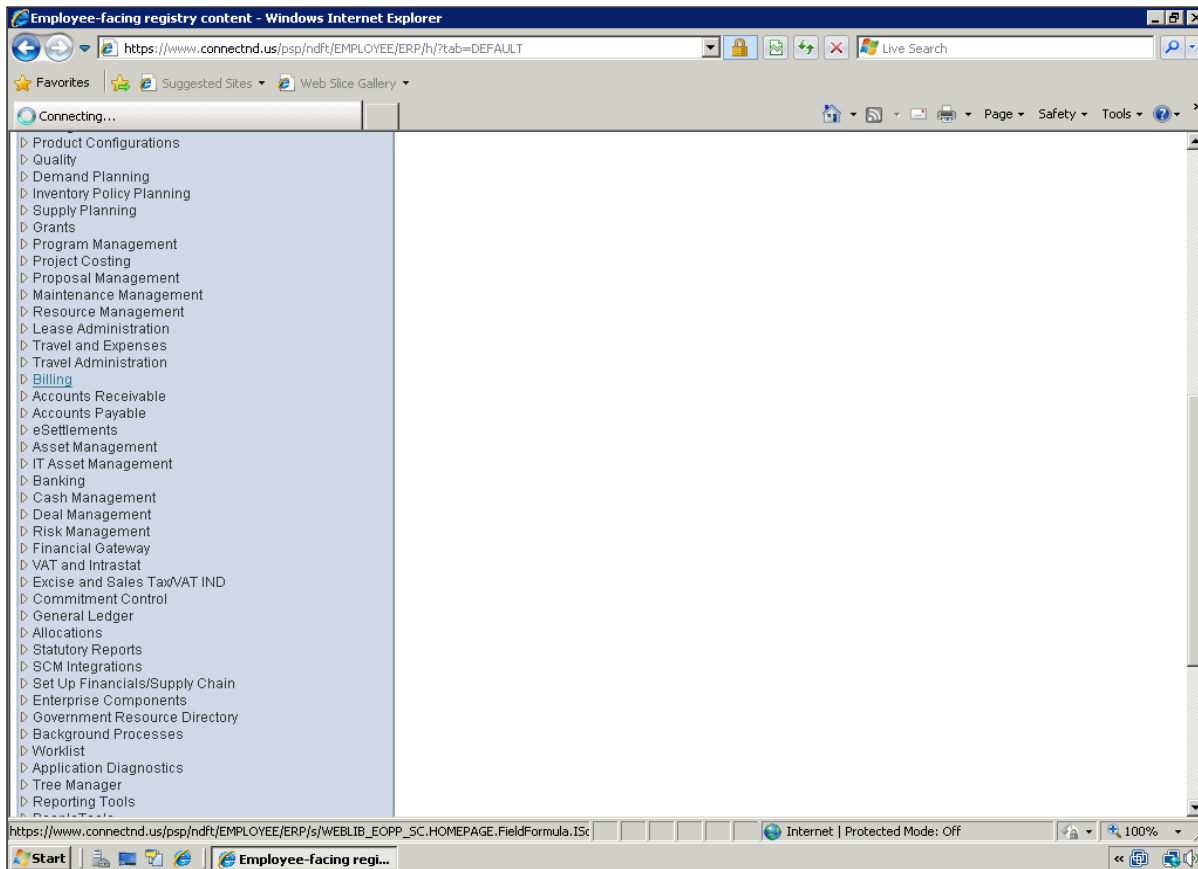
- **Finalize and Print:** Pre-processes and finalizes specified bills, prints formatted invoices, and prints invoice information to the extract tables
- **Currency Conversion:** Processes multicurrency transactions
- **Load AR Pending Items:** Populates the pending items table for bills so that you can post invoicing information to your customers' accounts
- **Load GL Accounting Entries:** Places billing data on export tables for subsequent processing by the general ledger
- **Generate AP Vouchers:** Places voucher for InterUnit invoices on export tables for subsequent processing by accounts payable

Procedure

This topic shows how to Run a Single Action Invoice.

Training Guide

Module 7 - Billing



Step	Action
1.	Click the Billing link. Billing
2.	Click the Generate Invoices link. Generate Invoices
3.	Click the Non-Consolidated link. Non-Consolidated
4.	Click the Single Action Invoice link. Single Action Invoice



Training Guide Module 7 - Billing

Single Action Invoice - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.SNGL_ACTION.GBL?PORTALF

Single Action Invoice

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window ? Help http

Single Action Invoice

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

Run Control ID: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria



Find an Existing Value | Add a New Value

javascript:submitAction_win0(document.win0,'#ICSwitchMode');

Internet | Protected Mode: Off

100%

Start Single Action Invoice ...

Step	Action
5.	Click the Add a New Value tab. 
6.	After navigating to a report, the user will be asked to enter a Run Control ID: The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID. The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces</u> . Once the Run Control is entered you will proceed to the parameters page.
7.	Enter the desired information into the Run Control ID field. Enter " SINGLE_ACTION_INVOICE ".
8.	Click the Add button. 

Training Guide

Module 7 - Billing



Step	Action
9.	<p>The page parameters should be selected to run the invoices for a specified customer (Select Specified) and the Invoice Date Option should be Processing Date.</p> <p>The Range Selection can vary depending on how you want the system to filter the results.</p>

Step	Action
10.	<p>Click the All option.</p> <p><input checked="" type="radio"/> All</p>



Training Guide Module 7 - Billing

Single Action Invoice - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.SNGL_ACTION.GBL?PORTALF

Single Action Invoice

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

Single Action Invoice | Print Options

Run Control ID: SINGLE_ACTION_INVOICE | Report Manager | Process Monitor | Run

Language: English | Specified | Recipient's

Selection Parameters

Seq Nbr: 1 | EDI Invoice Options: EDI Only

Invoice Date Option: Processing Date | User Defined

Range Selection: All | Invoice ID | Bill Cycle | Cust ID | Date Bill Added | Bill Type | Range ID | Bill Source

Business Unit: 12500

Post: EDI Only | EDI & Prt | EDI Only | Print Only | Batch Standard

Return to Non-Consolidated

Save | Notify | Add | Update/Display

Single Action Invoice | Print Options

Step	Action
11.	Click the Print Only list item. Print Only

Training Guide

Module 7 - Billing



Single Action Invoice - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.SNGL_ACTION.GBL?PORTALF

Single Action Invoice

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Single Action Invoice | Print Options

Run Control ID: SINGLE_ACTION_INVOICE | Report Manager | Process Monitor | Run

Language: English | Specified | Recipient's

Selection Parameters

Seq Nbr: 1 | EDI Invoice Options: Print Only

Invoice Date Option: Processing Date | User Defined

Posting Action: Do Not Post | Batch Standard

Range Selection: All | Invoice ID | Bill Cycle | Cust ID | Date Bill Added | Bill Type | Range ID | Bill Source

Business Unit: 12500

Return to Non-Consolidated

Save | Notify | Add | Update/Display

Single Action Invoice | Print Options

Step	Action
12.	Click the Batch Standard option. <input type="radio"/> Batch Standard
13.	Note: Posting Action must be <u>Batch Standard</u> . If Do Not Post is selected, the transaction <i>will not post</i> .
14.	Click the Bills To Be Processed button.
15.	A listing of Bills To Be Processed.



Training Guide Module 7 - Billing

Single Action Invoice - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.SNGL_ACTION.GBL?PORTALF

Single Action Invoice

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window ? Help Customize Page http

Bills To Be Processed

Bill Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
12500	112010.112.0	RDY	112.0	PORTRAIT	P	P
12500	112010.190.0	RDY	190.0	PORTRAIT	P	P
12500	112010.192.0	RDY	192.0	PORTRAIT	P	P
12500	112010.226.0	RDY	226.0	PORTRAIT	P	P
12500	112010.301.0	RDY	301.0	PORTRAIT	P	P
12500	112010.305.0	RDY	305.0	PORTRAIT	P	P
12500	112010.313.0	RDY	313.0	PORTRAIT	P	P
12500	112010.325.0	RDY	325.0	PORTRAIT	P	P
12500	112010.380.0	RDY	380.0	PORTRAIT	P	P
12500	112010.401.0	RDY	401.0	PORTRAIT	P	P
12500	112010.403.0	RDY	403.0	PORTRAIT	P	P
12500	112010.405.0	RDY	405.0	PORTRAIT	P	P
12500	112010.408.0	RDY	408.0	PORTRAIT	P	P
12500	112010.412.0	RDY	412.0	PORTRAIT	P	P
12500	112010.413.0	RDY	413.0	PORTRAIT	P	P
12500	112010.471.0	RDY	471.0	PORTRAIT	P	P

Return

Done

Internet | Protected Mode: Off

100%

Start | Single Action Invoice ...

Step	Action
16.	Click the Return button. <div>Return</div>

Training Guide

Module 7 - Billing



Single Action Invoice - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.SNGL_ACTION.GBL?PORTALF

Single Action Invoice

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window ? Help Customize Page http

Single Action Invoice | Print Options

Run Control ID: SINGLE_ACTION_INVOICE Report Manager Process Monitor Run

Language: English Specified Recipient's

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr: 1 'EDI Invoice Options: Print Only

Invoice Date Option Processing Date User Defined Posting Action Do Not Post Batch Standard

Range Selection All Invoice ID Bill Cycle Cust ID Date Bill Added Bill Type Range ID Bill Source

Business Unit: 12500

Return to Non-Consolidated


Save Notify Add Update/Display

Single Action Invoice | Print Options

javascript: submitAction_win0(document.win0,'#ICPanel1');

Internet | Protected Mode: Off

Start Single Action Invoice ...

Step	Action
17.	Click the Print Options tab. 
18.	The Print Detail, Print Only Unprinted Invoices and Print Listing parameters must be selected in order for the invoices to print correctly.



Training Guide Module 7 - Billing

Single Action Invoice - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.SNGL_ACTION.GBL?PORTALF

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

Single Action Invoice | Print Options

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr: 1

Print Invoice Sort By

- ☒ Country, Postal
- ☐ Customer, Invoice
- ☐ Bus Unit, Invoice

Summarization Options

For Invoices associated with Summarization Template:

- ☒ Print Detail
- ☐ Print Summarized
- ☐ Print Both Summarized & Detail

☒ Print Only Unprinted Invoices

☒ Print Listing

Currency Shown on GL Report: Trans Curr

[Return to Non-Consolidated](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#)


[Single Action Invoice](#) | [Print Options](#)

javascript: submitAction_win0(document.win0,'#ICPanel0');

Internet | Protected Mode: Off

100%

Start | Single Action Invoice ...

Step	Action
19.	Click the Single Action Invoice tab. 

Training Guide

Module 7 - Billing



Single Action Invoice - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.SNGL_ACTION.GBL?PORTALF

Single Action Invoice

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window ? Help Customize Page http

Single Action Invoice | Print Options

Run Control ID: SINGLE_ACTION_INVOICE [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English ☒ Specified ☐ Recipient's

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr: 1 'EDI Invoice Options: Print Only

Invoice Date Option: ☒ Processing Date ☐ User Defined

Posting Action: ☐ Do Not Post ☒ Batch Standard

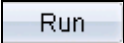
Range Selection: ☒ All ☐ Invoice ID ☐ Bill Cycle ☐ Cust ID ☐ Date Bill Added ☐ Bill Type ☐ Range ID ☐ Bill Source

Business Unit: 12500

[Return to Non-Consolidated](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Single Action Invoice | [Print Options](#)

Step	Action
20.	Click the Run button. 



Training Guide Module 7 - Billing

Single Action Invoice - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.SNGL_ACTION.GBL?PORTALF

Single Action Invoice

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out



Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Billing Currency Conversion	BICURCNV	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Generate AP Vouchers	BIGNAP01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Single Action w/ Comm Cntrl	BIJOB03K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Load AR Pending Items	BILDAR01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Load GL Interface	BILDGL01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/Crystal	BIPJ40	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Billing Pre-Load Process	BIPRELD	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	High Ed Single Action Invoice	HEBIJOB3	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Higher Ed Grants Invoice w/SQR	HEBIPJ02	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	State Single Action Invoice	NDSBI03	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	ND Print SQR Invoice Portrait	NDSBIJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	State Generate AP Vouchers	NDSNAP01	SQR Report	Web	PDF	Distribution

OK Cancel

Internet | Protected Mode: Off

Start | Single Action Invoice ...

Step	Action
21.	<p>Make sure the State Single Action Invoice box is checked.</p> <p>Select the State Single Action Invoice option.</p> 
22.	<p>Click the OK button.</p> 

Training Guide

Module 7 - Billing



Single Action Invoice - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.SNGL_ACTION.GBL?PORTALF

Single Action Invoice

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window ? Help Customize Page Saved

Single Action Invoice Print Options

Run Control ID: SINGLE_ACTION_INVOICE Report Manager Process Monitor Run

Language: English Specified Recipient's Process Instance: 5722281

Selection Parameters Find View All First 1 of 1 Last

Seq Nbr: 1 'EDI Invoice Options: Print Only

Invoice Date Option Processing Date User Defined Posting Action Do Not Post Batch Standard

Range Selection All Invoice ID Bill Cycle Cust ID Date Bill Added Bill Type Range ID Bill Source

Business Unit: 12500

Return to Non-Consolidated

Save Notify Add Update/Display

Single Action Invoice | Print Options

javascript:submitAction_win0(document.win0,'PRCSRQSTDG_WRK_LOADPRCSMONITORPB');

Internet | Protected Mode: Off

Start Single Action Invoice ...

Step	Action
23.	Click the Process Monitor link. Process Monitor



Training Guide Module 7 - Billing

Single Action Invoice - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.SNGL_ACTION.GBL?PORTALF

Single Action Invoice

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window ? Help Customize Page http

Process List Server List

View Process Request For

User ID: LDSHANNON@ Type: Last 90 Days Refresh

Server: Name: Instance: to



Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5722281		PSJob	NDSBI03	LDSHANNON@ND.GOV	12/10/2010 8:29:19AM CST	Processing	N/A	Details
<input type="checkbox"/>	5722249		PSJob	NDSBI10	LDSHANNON@ND.GOV	12/09/2010 3:10:25PM CST	Success	Posted	Details
<input type="checkbox"/>	5722248		SQR Report	BIIVCSTS	LDSHANNON@ND.GOV	12/09/2010 3:00:44PM CST	Success	Posted	Details
<input type="checkbox"/>	5722246		Crystal	BIIFD001	LDSHANNON@ND.GOV	12/09/2010 2:46:24PM CST	Success	Posted	Details
<input type="checkbox"/>	5722243		Application Engine	BIIF0001	LDSHANNON@ND.GOV	12/09/2010 2:26:47PM CST	Success	Posted	Details
<input type="checkbox"/>	5722240		Application Engine	NDS_INTFC_BI	LDSHANNON@ND.GOV	12/09/2010 2:04:40PM CST	Success	Posted	Details
<input type="checkbox"/>	5721938		Crystal	GLC7501-	LDSHANNON@ND.GOV	12/03/2010 3:19:06PM CST	Success	Posted	Details
<input type="checkbox"/>	5721937		Crystal	GLC7501-	LDSHANNON@ND.GOV	12/03/2010 2:59:36PM CST	Success	Posted	Details
<input type="checkbox"/>	5721906		SQR Report	GLS7012	LDSHANNON@ND.GOV	12/03/2010 9:28:26AM CST	Success	Posted	Details
<input type="checkbox"/>	5721816		Crystal	GLC7501-	LDSHANNON@ND.GOV	11/29/2010 2:52:22PM CST	Success	Posted	Details
<input type="checkbox"/>	5721667		Crystal	GLC7501-	LDSHANNON@ND.GOV	11/23/2010 3:16:52PM CST	Success	Posted	Details
<input type="checkbox"/>	5721666		Crystal	GLC7501-	LDSHANNON@ND.GOV	11/23/2010 3:13:59PM CST	Success	Posted	Details

Done

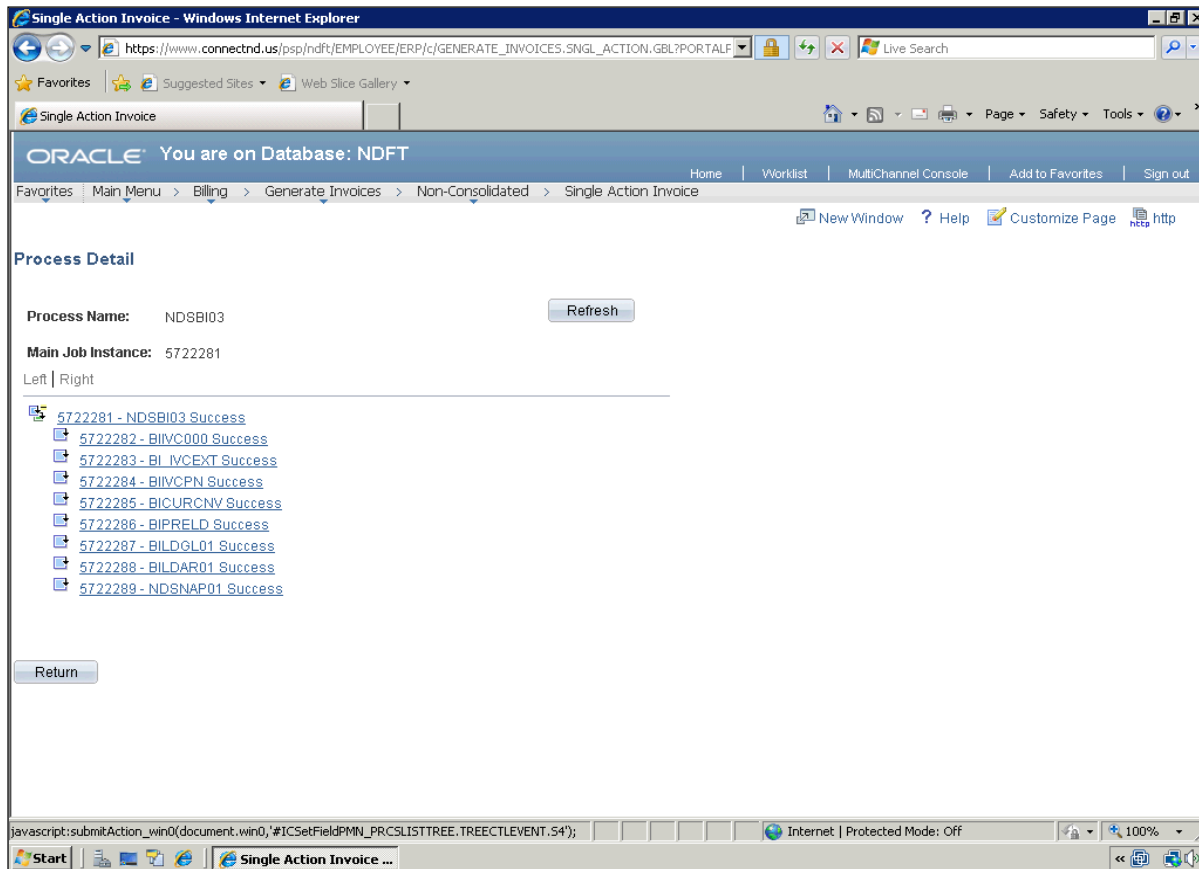
Internet | Protected Mode: Off

Start Single Action Invoice ...

Step	Action
24.	Click the Refresh button. 
25.	The process is complete when the Run Status is <u>Success</u> and Distribution Status is <u>Posted</u> .
26.	Click the NDSBI03 link. 

Training Guide

Module 7 - Billing



Step	Action
27.	<p>The Single Action Invoice process runs many jobs such as Portrait Invoice, Currency Conversion, Preload, General Ledger, Accounts Receivable and Accounts Payable.</p> <p>Click the 5722284 - BIIVCPN Success link to access the Portrait Invoice.</p> <p><u>5722284 - BIIVCPN Success</u></p>



Training Guide Module 7 - Billing

Single Action Invoice - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.SNGL_ACTION.GBL?PORTALF

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process Detail

Process

Instance: 5722284 Type: SGR Report
Name: BIVCPN Description: Print Portrait Invoices
Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: SINGLE_ACTION_INVOICE
Location: Server
Server: PSNT
Recurrence:

Date/Time **Actions**

Request Created On: 12/10/2010 8:32:23AM CST [Parameters](#) Transfer
Run Anytime After: 12/10/2010 8:29:19AM CST [Message Log](#)
Began Process At: 12/10/2010 8:33:50AM CST Batch Timings
Ended Process At: 12/10/2010 8:34:03AM CST [View Log/Trace](#)

javascript:submitAction_win0(document.win0,'PMN_DERIVED_INDEX_BTN');

Internet | Protected Mode: Off

Step	Action
28.	Click the View Log/Trace link. View Log/Trace

Training Guide

Module 7 - Billing



Single Action Invoice - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.SNGL_ACTION.GBL?PORTALF

Single Action Invoice

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window ? Help Customize Page http

View Log/Trace

Report

Report ID: 4197153 Process Instance: 5722284 [Message Log](#)

Name: BIIVCPN Process Type: SQR Report

Run Status: Success

Print Portrait Invoices

Distribution Details

Distribution Node: NT Expiration Date: 02/08/2011

File List

Name	File Size (bytes)	Datetime Created
BIIVCPN_5722284.PDF	89,084	12/10/2010 8:34:03.067000AM CST
BIIVCPN_5722284.out	0	12/10/2010 8:34:03.067000AM CST
SQR_BIIVCPN_5722284.log	1,709	12/10/2010 8:34:03.067000AM CST

Distribute To

Distribution ID Type	*Distribution ID
User	LDSSHANNON@ND.GOV

Return

https://www.connectnd.us/psreports/ndft/4197153/BIIVCPN_5722284.PDF

Internet | Protected Mode: Off

100%

Start | Single Action Invoice ...

Step	Action
29.	Click the BIIVCPN_5722284.PDF link.
30.	The Invoice is ready to view or print.
31.	This topic showed how to Run a Single Action Invoice. End of Procedure.



ST 7.5.4 - Reprinting Invoices

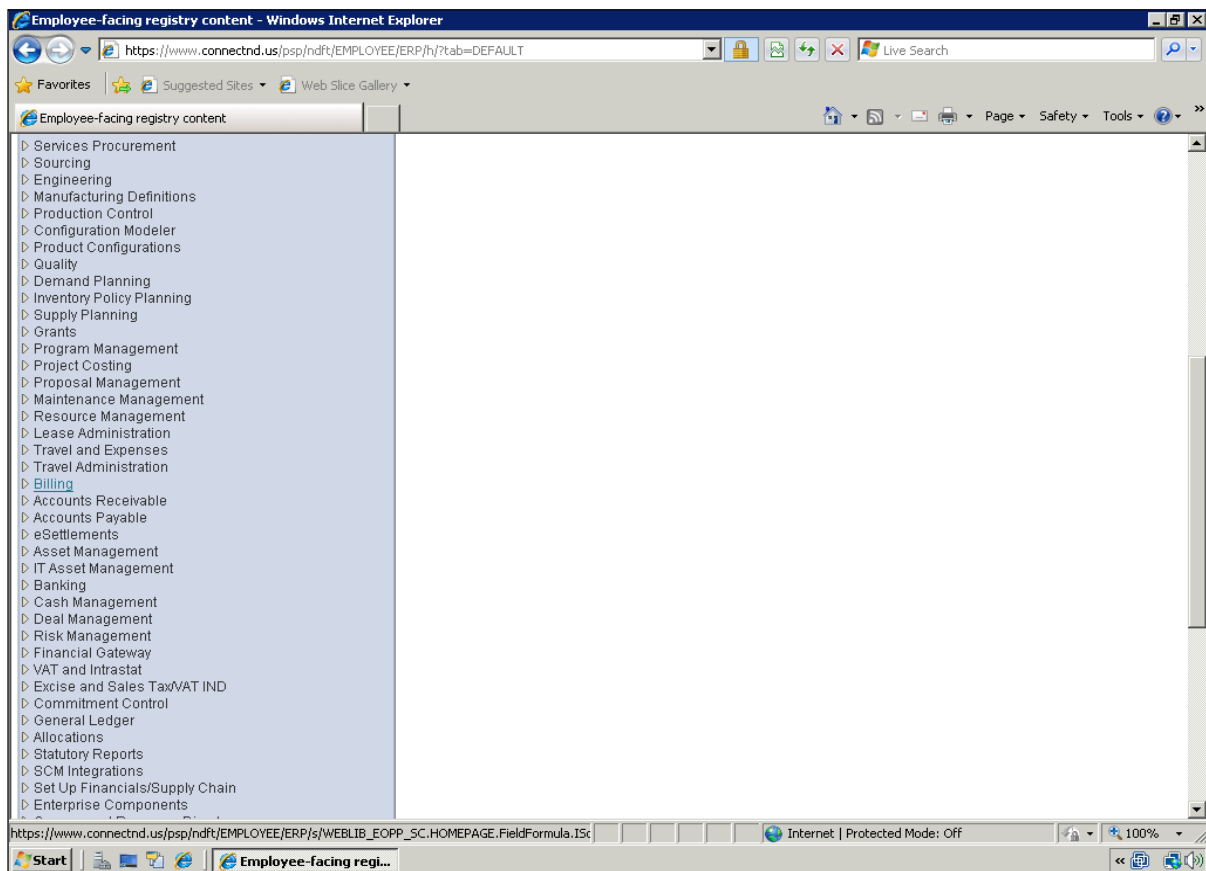
Reprinting Invoices


Navigation: Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

An invoice can be reprinted by accessing the Single Action Invoice job process, or by simply reprinting the invoice.

Procedure

This topic shows how to Reprint Invoices.



Step	Action
1.	Click the Billing link. 

Training Guide

Module 7 - Billing



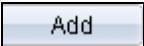
Step	Action
2.	Click the Generate Invoices link. Generate Invoices
3.	Click the Non-Consolidated link. Non-Consolidated
4.	Click the Reprint Invoices link. Reprint Invoices

The screenshot shows a web browser window titled "Reprint Invoices - Windows Internet Explorer". The address bar displays the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.REPRINT_IVC.GBL?PORTALP. The page header includes the Oracle logo and the text "You are on Database: NDFT". A navigation breadcrumb trail shows: [Home](#) > [Worklist](#) > [MultiChannel Console](#) > [Add to Favorites](#) > [Sign out](#). Below this, a secondary navigation bar shows: [Favorites](#) > [Main Menu](#) > [Billing](#) > [Generate Invoices](#) > [Non-Consolidated](#) > [Reprint Invoices](#). The main content area is titled "Reprint Invoices" and contains the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this instruction are two tabs: "Find an Existing Value" (selected) and "Add a New Value". A text input field for "Maximum number of rows to return (up to 300):" has the value "300". A "Run Control ID:" field is set to "begins with" followed by an empty text box. There is an unchecked checkbox for "Case Sensitive". At the bottom of the search section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". At the very bottom of the page, there are links for "Find an Existing Value" and "Add a New Value". The browser's status bar at the bottom shows "Internet | Protected Mode: Off" and "100%" zoom.

Step	Action
5.	Click the Add a New Value tab. Add a New Value





Training Guide Module 7 - Billing

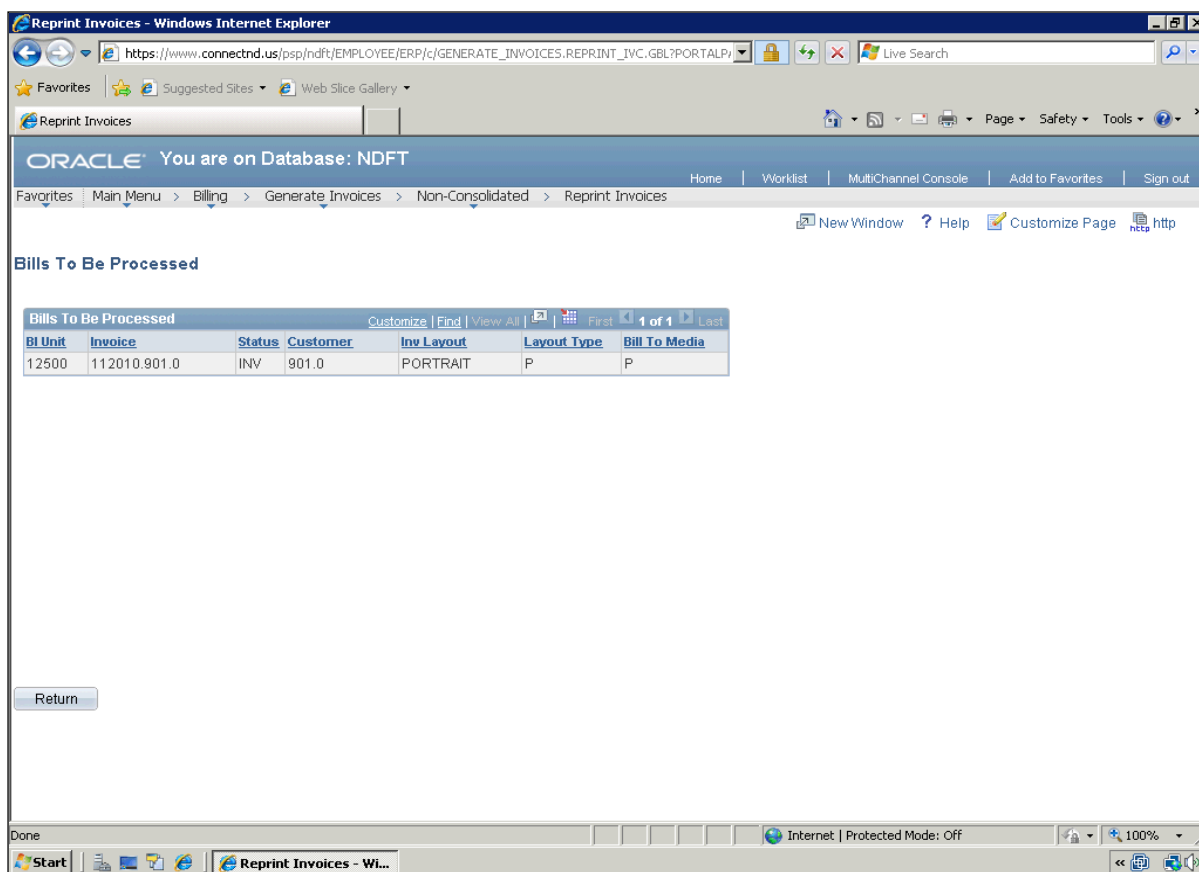
Step	Action
6.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces</u>. Once the Run Control is entered you will proceed to the parameters page.</p>
7.	<p>Enter the desired information into the Run Control ID field.</p> <p>Enter "REPRINT_INVOICES".</p>
8.	<p>Click the Add button.</p> 

Training Guide

Module 7 - Billing



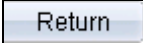
Step	Action
9.	Enter the desired information into the From Invoice field. Enter " 112010.901.0 ".
10.	Click in the blank To Invoice field. Once this field is accessed, the <u>From Invoice</u> number will populate in the <u>To Invoice</u> field. 
11.	Click the Bills To Be Processed button. 



Bills To Be Processed

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
12500	112010.901.0	INV	901.0	PORTRAIT	P	P

[Return](#)

Step	Action
12.	Click the Return button. 



Training Guide Module 7 - Billing

Reprint Invoices - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.REPRINT_IVC.GBL?PORTALP...

Reprint Invoices

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Reprint Invoices | Print Options

Run Control ID: REPRINT_INVOICES [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English ☒ Specified ☐ Recipient's

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr: 1

Range Selection

☐ All ☒ Invoice ID
☐ Bill Cycle ☐ Cust ID
☐ Date Bill Added ☐ Bill Type
☐ Range ID ☐ Bill Source

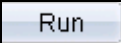
From Business Unit: 12500
To Business Unit: 12500
From Invoice: 112010.901.0
To Invoice: 112010.901.0
From Due Date: To Due Date:
From Invoice Date: To Invoice Date:

☐ Include Attached Bills
☐ Include Open Items Only

[Return to Non-Consolidated](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Reprint Invoices | [Print Options](#)

Step	Action
13.	Click the Run button. 

Training Guide

Module 7 - Billing



Reprint Invoices - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.REPRINT_IVC.GBL?PORTALP...

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process Scheduler Request

User ID: LDSHANNON@ND.GOV Run Control ID: REPRINT_INVOICES


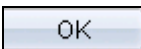
Server Name: [Dropdown] Run Date: 12/10/2010 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 8:58:06AM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/Crystal	BIPJ40	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Higher Ed Grants Invoice w/SQR	HEBIPJ02	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	ND Print SQR Invoice Portrait	NDSBJ10	PSJob	(None)	(None)	Distribution

OK Cancel

Step	Action
14.	Select the ND Print SQR Invoice Portrait option. 
15.	Click the OK button. 



Training Guide Module 7 - Billing

Reprint Invoices - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.REPRINT_IVC.GBL?PORTALP...

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Reprint Invoices | Print Options

Run Control ID: REPRINT_INVOICES | [Report Manager](#) | [Process Monitor](#) | [Run](#)

Language: English | Specified | Recipient's | Process Instance: 5722294

Selection Parameters

Seq Nbr: 1

Range Selection

☐ All ☒ Invoice ID ☐ Bill Cycle ☐ Cust ID ☐ Date Bill Added ☐ Bill Type ☐ Range ID ☐ Bill Source

From Business Unit: 12500 | To Business Unit: 12500 | From Invoice: 112010.901.0 | To Invoice: 112010.901.0

From Due Date: | To Due Date: | From Invoice Date: | To Invoice Date: |

☐ Include Attached Bills ☐ Include Open Items Only

[Return to Non-Consolidated](#) | [Save](#) | [Notify](#) | [Add](#) | [Update/Display](#)

Reprint Invoices | [Print Options](#)

Step	Action
16.	Click the Process Monitor link. Process Monitor

Training Guide

Module 7 - Billing



Reprint Invoices - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.REPRINT_IVC.GBL?PORTALP...

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process List | Server List


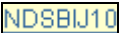
View Process Request For

User ID: LSHANNON@ Type: Last 90 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5722294		PSJob	NDSBJ10	LSHANNON@ND.GOV	12/10/2010 8:58:06AM CST	Queued	N/A	Details
<input type="checkbox"/>	5722281		PSJob	NDSBJ03	LSHANNON@ND.GOV	12/10/2010 8:29:19AM CST	Success	Posted	Details
<input type="checkbox"/>	5722249		PSJob	NDSBJ10	LSHANNON@ND.GOV	12/09/2010 3:10:25PM CST	Success	Posted	Details
<input type="checkbox"/>	5722248		SQR Report	BIIVCSTS	LSHANNON@ND.GOV	12/09/2010 3:00:44PM CST	Success	Posted	Details
<input type="checkbox"/>	5722246		Crystal	BIIFD001	LSHANNON@ND.GOV	12/09/2010 2:46:24PM CST	Success	Posted	Details
<input type="checkbox"/>	5722243		Application Engine	BIIF0001	LSHANNON@ND.GOV	12/09/2010 2:26:47PM CST	Success	Posted	Details
<input type="checkbox"/>	5722240		Application Engine	NDS_INTFC_BI	LSHANNON@ND.GOV	12/09/2010 2:04:40PM CST	Success	Posted	Details
<input type="checkbox"/>	5721938		Crystal	GLC7501-	LSHANNON@ND.GOV	12/03/2010 3:19:06PM CST	Success	Posted	Details
<input type="checkbox"/>	5721937		Crystal	GLC7501-	LSHANNON@ND.GOV	12/03/2010 2:59:36PM CST	Success	Posted	Details
<input type="checkbox"/>	5721906		SQR Report	GLS7012	LSHANNON@ND.GOV	12/03/2010 9:28:26AM CST	Success	Posted	Details
<input type="checkbox"/>	5721816		Crystal	GLC7501-	LSHANNON@ND.GOV	11/29/2010 2:52:22PM CST	Success	Posted	Details
<input type="checkbox"/>	5721667		Crystal	GLC7501-	LSHANNON@ND.GOV	11/23/2010 3:16:52PM CST	Success	Posted	Details

Step	Action
17.	Click the Refresh button. 
18.	The process is complete when the Run Status is <u>Success</u> and Distribution Status is <u>Posted</u> .
19.	Click the NDSBJ10 link. 



Training Guide Module 7 - Billing

Reprint Invoices - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.REPRINT_IVC.GBL?PORTALP...

Reprint Invoices

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

New Window ? Help Customize Page http

Process Detail

Process Name: NDSBJU10 Refresh

Main Job Instance: 5722294

Left | Right

- 5722294 - NDSBJU10 Success
 - 5722295 - BI_IVCEXT Success
 - 5722296 - BIIVCPN Success

Main Content

Return

javascript:submitAction_win0(document.win0,'#ICSetFieldPMN_PRCSLISTTREE.TREECTLEVENT.S3'); Internet | Protected Mode: Off 100%

Start Reprint Invoices - Wi...

Step	Action
20.	Click the 5722296 - BIIVCPN Success link. <u>5722296 - BIIVCPN Success</u>

Training Guide

Module 7 - Billing



Reprint Invoices - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.REPRINT_IVC.GBL?PORTALP...

Reprint Invoices

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

New Window ? Help Customize Page http

Process Detail

Process	
Instance:	5722296
Type:	SQR Report
Name:	BIIVCPN
Description:	Print Portrait Invoices
Run Status:	Success
Distribution Status:	Posted

Run	Update Process
Run Control ID: REPRINT_INVOICES	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 12/10/2010 8:58:35AM CST	Parameters Transfer
Run Anytime After: 12/10/2010 8:58:06AM CST	Message Log
Began Process At: 12/10/2010 8:59:02AM CST	Batch Timings
Ended Process At: 12/10/2010 8:59:16AM CST	View Log/Trace

javascript:submitAction_win0(document.win0,'PMN_DERIVED_INDEX_BTN');

Internet | Protected Mode: Off

Start | Reprint Invoices - Wi...

Step	Action
21.	Click the View Log/Trace link. View Log/Trace



Training Guide Module 7 - Billing

Reprint Invoices - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/GENERATE_INVOICES.REPRINT_IVC.GBL?PORTALP...

Reprint Invoices

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

New Window ? Help Customize Page http

View Log/Trace

Report

Report ID: 4197164 Process Instance: 5722296 [Message Log](#)

Name: BIIVCPN Process Type: SQR Report

Run Status: Success

Print Portrait Invoices

Distribution Details

Distribution Node: NT Expiration Date: 02/08/2011

File List

Name	File Size (bytes)	Datetime Created
BIIVCPN_5722296.PDF	3,332	12/10/2010 8:59:16.803000AM CST
BIIVCPN_5722296.out	0	12/10/2010 8:59:16.803000AM CST
SQR_BIIVCPN_5722296.log	1,699	12/10/2010 8:59:16.803000AM CST

Distribute To

Distribution ID Type	*Distribution ID
User	LDSHANNON@ND.GOV

Return

https://www.connectnd.us/psreports/ndft/4197164/BIIVCPN_5722296.PDF

Internet | Protected Mode: Off

Start | Reprint Invoices - Wi...

Step	Action
22.	Click the BIIVCPN_5722296.PDF link. BIIVCPN_5722296.PDF
23.	A copy of the Invoice ready to view or print.
24.	This topic showed how to Reprint Invoices. End of Procedure.



ST Lesson 7.6 - Adjusting Bills

Adjusting Bills

To adjust bills and bill lines, PeopleSoft Billing provides the Adjust Bills function. Use this function when you must make invoice changes. You can credit entire bills and re-bill with one action, or select only certain lines to re-bill. If the bill originated from an external source, you can make corrections in the source system and initialize the adjustment from there. The source system sends the adjustment through the Billing Interface.

ST 7.6.1 - Credit Entire Bill

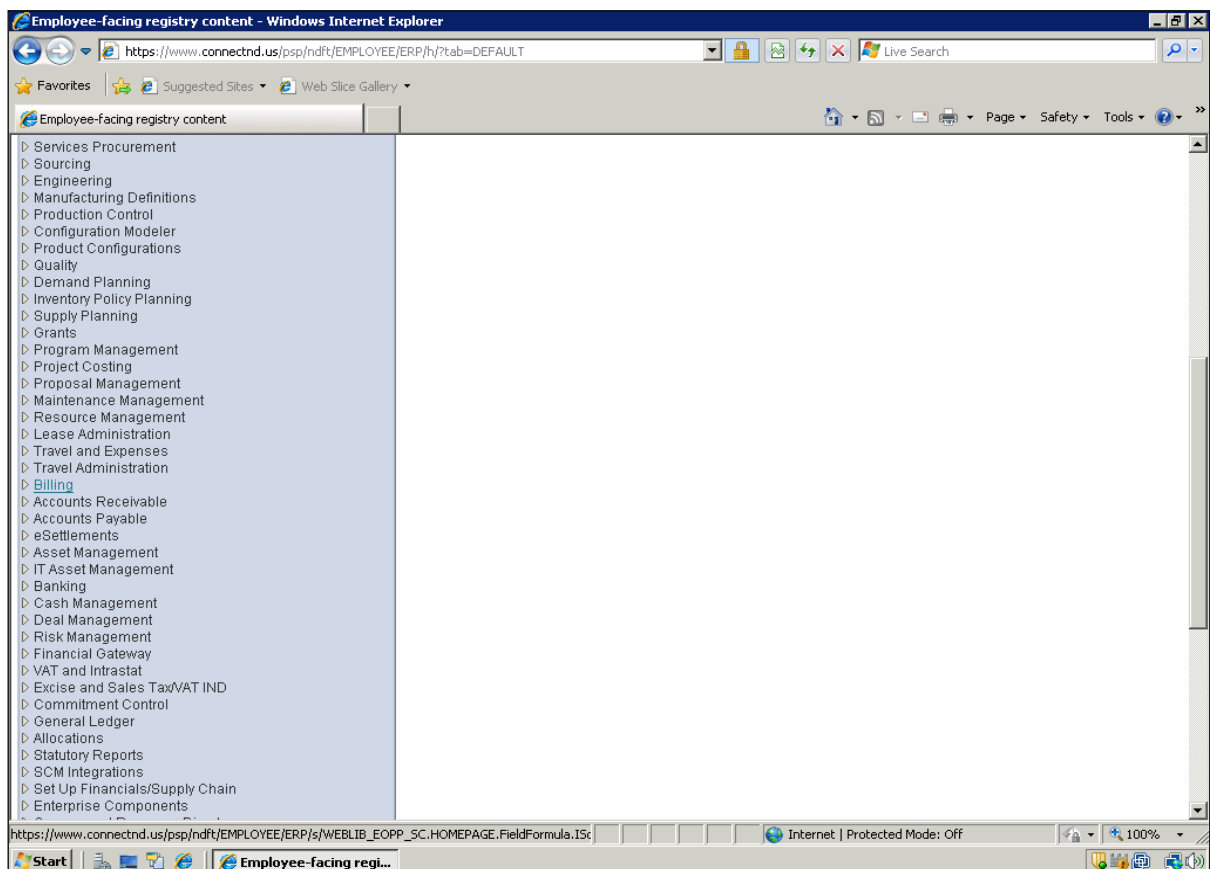
Credit Entire Bill

Navigation: Billing > Maintain Bills > Adjust Entire Bill

A customer's bill can be adjusted due to incorrect billing information or non-payment. For a bill to be adjusted, the bill must have a status of **INV** (Invoiced).




Procedure

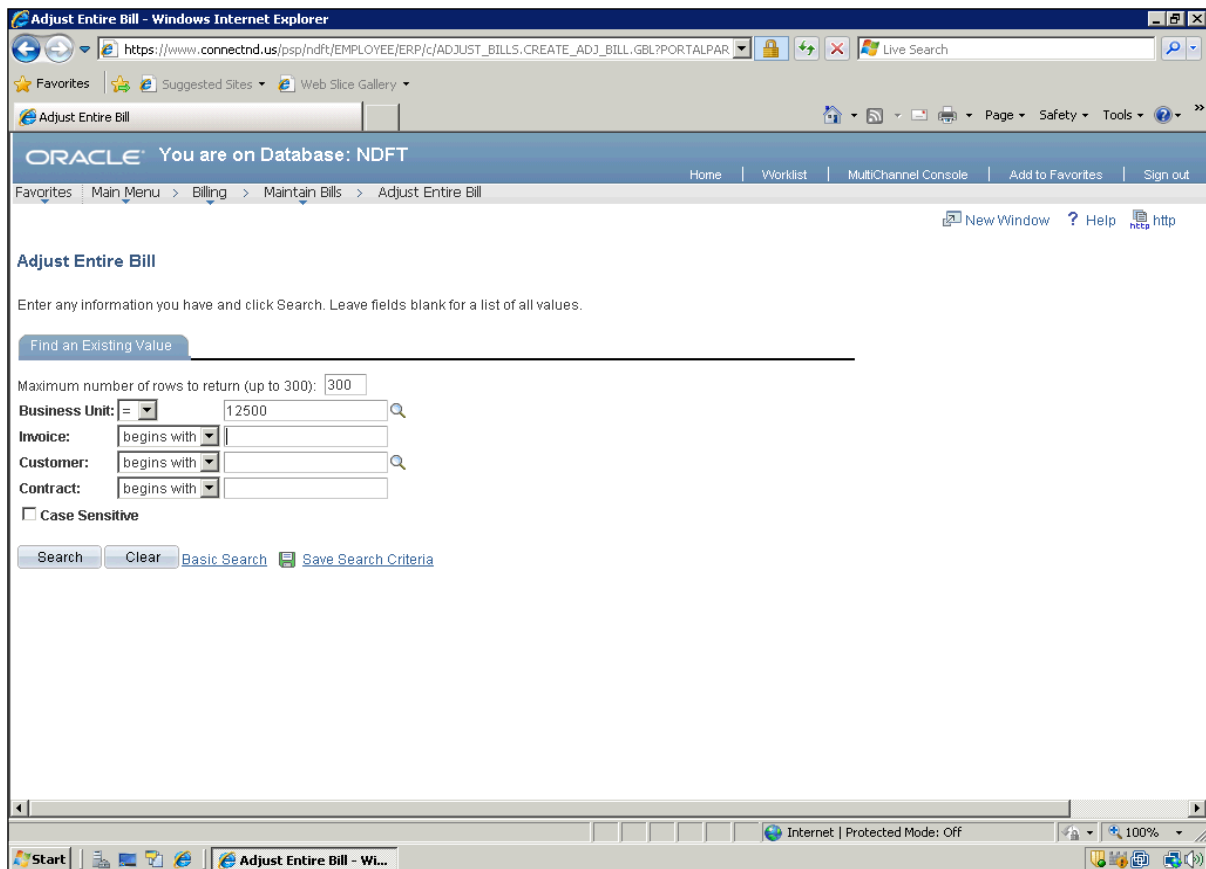
This topic shows how to Credit an Entire Bill.





Training Guide Module 7 - Billing

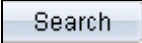
Step	Action
1.	Click the Billing link. 
2.	Click the Maintain Bills link. 
3.	Click the Adjust Entire Bill link. 



The screenshot shows a web browser window titled "Adjust Entire Bill - Windows Internet Explorer". The address bar displays the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ADJUST_BILLS.CREATE_ADJ_BILL.GBL?PORTALPAR. The page header includes the Oracle logo and the text "You are on Database: NDFT". A navigation breadcrumb trail shows: [Favorites](#) | [Main Menu](#) > [Billing](#) > [Maintain Bills](#) > [Adjust Entire Bill](#). The main content area is titled "Adjust Entire Bill" and contains the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a search form with the following fields and controls:

- A "Find an Existing Value" button.
- A "Maximum number of rows to return (up to 300):" field with the value "300".
- A "Business Unit:" dropdown menu set to "12500" with a search icon.
- An "Invoice:" dropdown menu set to "begins with" with a search icon.
- A "Customer:" dropdown menu set to "begins with" with a search icon.
- A "Contract:" dropdown menu set to "begins with" with a search icon.
- A "Case Sensitive" checkbox.
- Buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

The Windows taskbar at the bottom shows the "Start" button and an open window titled "Adjust Entire Bill - Wi...". The system tray indicates "Internet | Protected Mode: Off" and "100%" zoom.

Step	Action
4.	Enter the desired information into the Invoice field. Enter " 052010.927.0 ".
5.	Click the Search button. 

Training Guide

Module 7 - Billing



Adjust Entire Bill - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ADJUST_BILLS.CREATE_ADJ_BILL.GBL?PORTALPAR

Adjust Entire Bill

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Adjust Entire Bill

Unit: 12500 Bill To: 927.0 Invoice Amt: 154.46 USD
 Invoice: 052010.927.0 Respiratory Care, Board of

Select Bill Adjustment Action

☒ No Bill Action
☐ Credit Entire Bill
☐ Credit & Rebill

Adjustment Results

*Credit Bill: NEXT
 Rebill Bill: NEXT Header Info 1

[Return to Maintain Bills](#)

Save Return to Search Notify Refresh

Step	Action
6.	Click the Credit Entire Bill option. <input type="radio"/> Credit Entire Bill
7.	Click the Save button. <input type="button" value="Save"/>
8.	Once the record is saved, a new Header Info 1 link will appear. This is the credit invoice.
9.	Click the Header Info 1 link. Header Info 1
10.	The new invoice will be in RDY (Ready) Status.



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_1/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Buttons: New Window | Help | Customize Page | http

Tabs: Header - Info 1 | Line - Info 1

Unit: 12500 Invoice: AG0000000075 Pretax Amt: -154.46 USD

Status: RDY Invoice Date: Curr: USD

*Type: MSC Source: XBILLING *Frequency: Once [Installment Bill Schedule](#) [Recurring Bill Schedule](#)

*Customer: 927.0 [Address](#) SubCust1: SubCust2:

Respiratory Care, Board of

Cycle ID: MONTHLY *Invoice Form: STANDARD From Date: To Date:

Pay Terms: IMMED Pay Method: CHK Remit To: AGO Bank Account: 00

Accounting Date: Account: 124001 [AR Distribution](#)

Sales: TEAM Bill Inquiry Phone: 701-328-4213

Credit: CREDIT Collect: COLLECT Biller: Billing Authority:


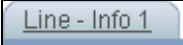
Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Express Entry](#) [Page Series](#)

Summary | Bill Search | Line Search | Header - Info 1

javascript:DatePrompt_win1('BI_HDR_INVOICE_DT','BI_HDR_INVOICE_DT\$prompt','450',false);

Internet | Protected Mode: Off

Start | Adjust Entire Bill - Windo... | Standard Billing - Win...

Step	Action
11.	Select a date by clicking on the calendar icon, or type it in the Invoice Date field. Click the Choose a date (Alt+5) button. 
12.	Click the Current Date link. Current Date
13.	The billing can be applied back to an open accounting period. <u>The apply back date must be stated in the Accounting field.</u> The Invoice Date field will not apply back the transaction.
14.	Click the Line - Info 1 tab. 

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_1/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

UOM: From Date: Through Date:

Unit Price: 154.4600 Tax Code: ☐ Tax Exempt

Gross Extended: -154.46 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: -154.46

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: -154.46

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 [Page Series](#) [Prev](#) [Next](#)

[Return to Maintain Bills](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

javascript:submitAction_win1(document.win1,'BI_PB_WRK_ACCT_ENTRY_PB');

Internet | Protected Mode: Off

Start | Adjust Entire Bill - Windo... | Standard Billing - Win...

Step	Action
15.	Click the Accounting link. Accounting
16.	Do not change the accounting chartfields as they must remain the same for the debit/credit entries to balance.



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_1/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Customize Page http

Header - Info 1 Line - Info 1 Line - Note

Unit: 12500 Bill To: 927.0 Pretax Amt: -154.46 USD

Invoice: AG0000000075 Respiratory Care, Board of Max Rows: 5

Bill Line

Seq	Line	Identifier	Description	Net Extended
1		LEGAL SERVICES		-154.46

Find | View All First 1 of 1 Last

Bill Line Note

☐ Standard Note Flag Std Note:

☐ Internal Only Flag Note Type:


Note Text


Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry

Done

Internet | Protected Mode: Off

Start Adjust Entire Bill - Windo... Standard Billing - Win...

Step	Action
17.	Click the Notes link. 

Step	Action
18.	Enter the desired information into the Note Text field. Enter " CREDIT - INCORRECT BILLING ".
19.	Click the Line - Info 1 tab. 

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_1/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Line - Info 1

Less Discount: 0.00
Plus Surcharge: 0.00
Net Extended: -154.46
VAT Amount: 0.00
Tax Amount: 0.00
Net Plus Tax: -154.46

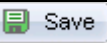
Go to: [Line Info 2](#) | [Tax](#) | [Accounting](#) | [Discount/Surcharge](#) | [Notes](#) | [Express Entry](#)

[Summary](#) | [Bill Search](#) | [Line Search](#)

[Return to Maintain Bills](#)

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

Header - Info 1 | Line - Info 1

Step	Action
20.	Click the Save button. 



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_1/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Unit: 12500 Bill To: 927.0 Pretax Amt: -154.46 USD

Invoice: AG0000000075 Respiratory Care, Board of Max Rows: 5

Bill Line

Seq	Line	Table	Identifier	Description	Net Extended
1			LEGAL SERVICES		-154.46

Qty: -1.0000 Line Type: REV ☒ Accumulate

UOM: Unit Price: 154.4600 From Date: Through Date:

Gross Extended: -154.46 Tax Code: ☐ Tax Exempt

Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00


Net Extended: -154.46

VAT Amount: 0.00

Tax Amount: 0.00

Internet | Protected Mode: Off

Start | Adjust Entire Bill - Windo... | Standard Billing - Win...

Step	Action
21.	<p>The Credit Entire Invoice function opened a new window when it created the credit invoice.</p> <p>Click the Close button.</p> 

Training Guide

Module 7 - Billing



Adjust Entire Bill - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ADJUST_BILLS.CREATE_ADJ_BILL.GBL?PORTALPAR

Adjust Entire Bill

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Adjust Entire Bill

Unit: 12500 Bill To: 927.0 Invoice Amt: 154.46 USD
 Invoice: 052010.927.0 Respiratory Care, Board of

Select Bill Adjustment Action

☒ No Bill Action
☐ Credit Entire Bill
☐ Credit & Rebill

Adjustment Results

*Credit Bill: AG0000000075 Header Info 1
 Rebill Bill: NEXT Header Info 1


[Return to Maintain Bills](#)

Save Return to Search Notify Refresh

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/h/?tab=DEFAULT

Internet | Protected Mode: Off

Start Adjust Entire Bill - Wi...

Step	Action
22.	Click the Home link. 
23.	This topic showed how to Credit an Entire Bill. End of Procedure.



ST 7.6.2 - Credit Entire Bill and ReBill

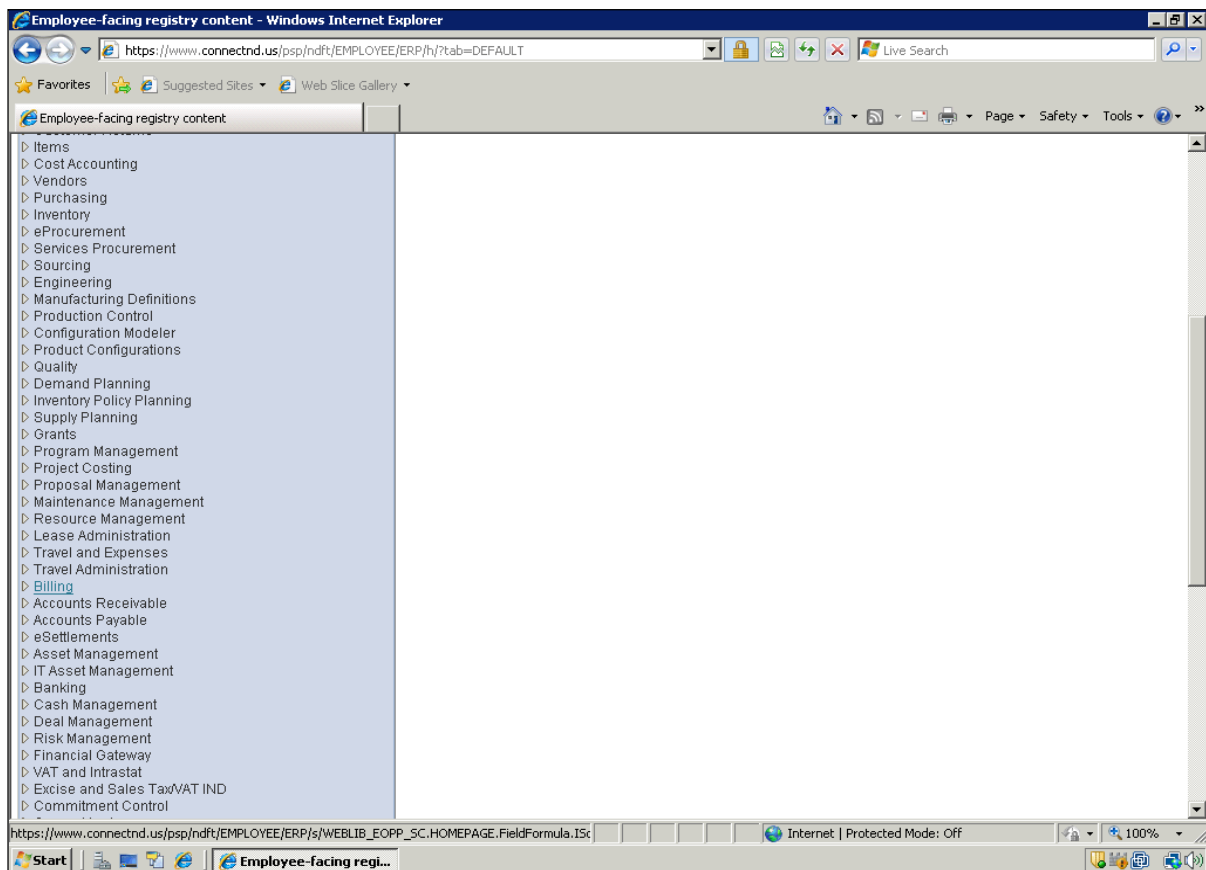
Credit Entire Bill and ReBill

Navigation: Billing > Maintain Bills > Adjust Entire Bill

The Adjust Entire Bill function enables you to adjust the entire bill either by crediting the entire bill or by crediting the original bill and re billing. The credit and rebill actions are performed in one step. After the new bill is created, you can make any modifications as necessary. The credit bill is created with a status of **RDY** (Ready) and the re-bill is created with a status of **NEW** (New).

Procedure




This topic shows how to Credit an Entire Bill and ReBill.

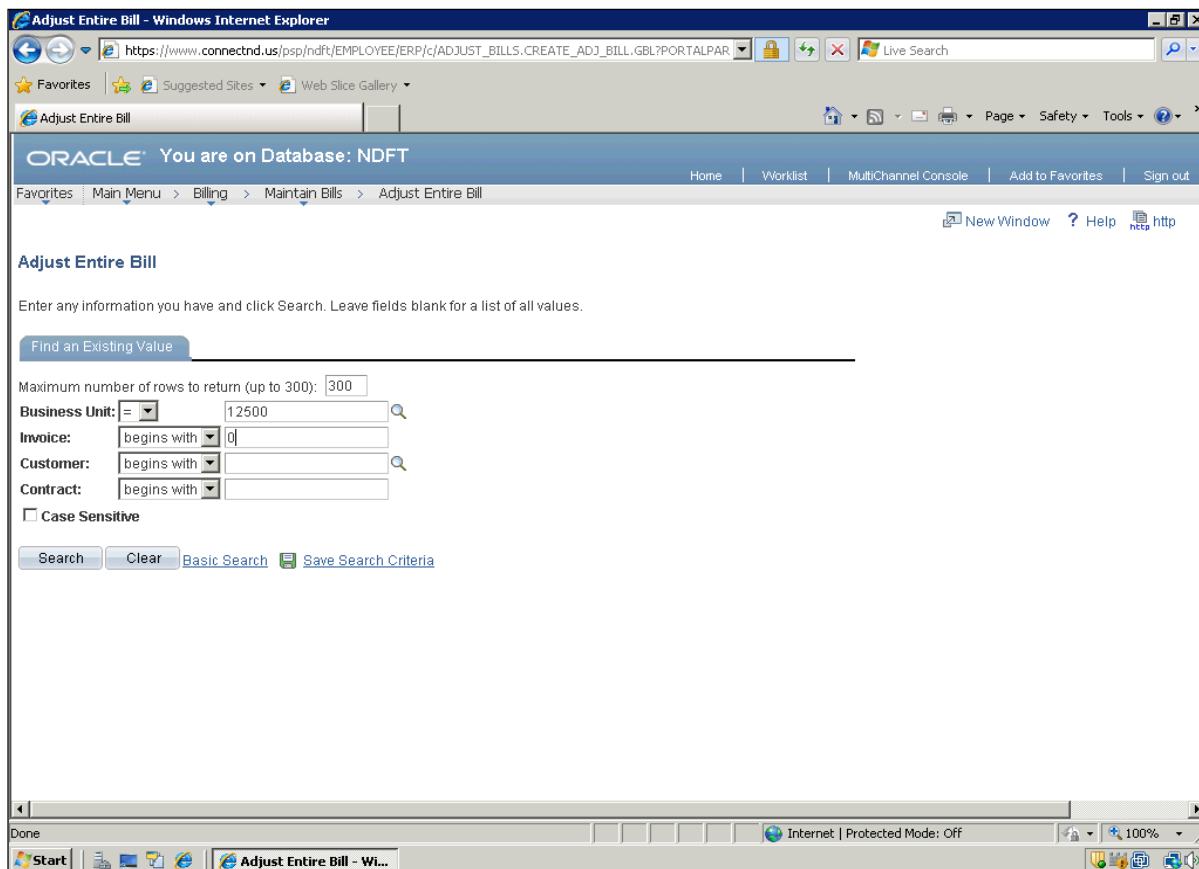


Training Guide

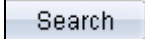
Module 7 - Billing



Step	Action
1.	Click the Billing link. 
2.	Click the Maintain Bills link. 
3.	Click the Adjust Entire Bill link. 



The screenshot shows a web browser window titled "Adjust Entire Bill - Windows Internet Explorer". The address bar shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ADJUST_BILLS.CREATE_ADJ_BILL.GBL?PORTALPAR. The page header includes the Oracle logo and "You are on Database: NDFT". The breadcrumb trail is: [Home](#) > [Worklist](#) > [MultiChannel Console](#) > [Add to Favorites](#) > [Sign out](#). The main content area is titled "Adjust Entire Bill" and contains a search form. The form includes a "Find an Existing Value" button, a "Maximum number of rows to return (up to 300):" field with a value of 300, and several search criteria fields: "Business Unit:" with a dropdown menu and a text field containing "12500", "Invoice:" with a dropdown menu set to "begins with" and a text field containing "0", "Customer:" with a dropdown menu set to "begins with" and an empty text field, and "Contract:" with a dropdown menu set to "begins with" and an empty text field. There is also a "Case Sensitive" checkbox. At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Step	Action
4.	Enter the desired information into the Invoice field. Enter " 052010.937.0 ".
5.	Click the Search button. 



Training Guide Module 7 - Billing

Adjust Entire Bill - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ADJUST_BILLS.CREATE_ADJ_BILL.GBL?PORTALPAR

Adjust Entire Bill

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Adjust Entire Bill

Unit: 12500 Bill To: 937.0 Invoice Amt: 91.27 USD
Invoice: 052010.937.0 Real Estate Appraisers, Board of

Select Bill Adjustment Action

☐ No Bill Action
☐ Credit Entire Bill
☒ Credit & Rebill

Adjustment Results

*Credit Bill: NEXT
Rebill Bill: NEXT Header Info 1


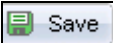

[Return to Maintain Bills](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Done

Internet | Protected Mode: Off

Start Adjust Entire Bill - Wi...

Step	Action
6.	Click the Credit & Rebill option. 
7.	Click the Save button. 
8.	Once the record is saved, 2 new Header Info 1 links will appear. The <u>Credit Bill</u> and <u>Rebill Bill</u> are the new invoices.
9.	Click the Header Info 1 link. 
10.	The new invoice will be in RDY (Ready) Status.

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_2/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Header - Info 1 | Line - Info 1

Unit: 12500 Invoice: AG0000000076 Pretax Amt: -91.27 USD

Status: RDY Invoice Date: Curr: USD

Type: MSC Source: XBILLING Frequency: Once

Customer: 937.0 SubCust1: SubCust2:

Real Estate Appraisers, Board of

Cycle ID: MONTHLY Invoice Form: STANDARD From Date: To Date:

Pay Terms: IMMED Pay Method: CHK Remit To: AGO Bank Account: 00

Accounting Date: Account: 124001 AR Distribution

Sales: TEAM Bill Inquiry Phone: 701-328-4213

Credit: CREDIT Collect: COLLECT Biller: Billing Authority:

Go to: Header Info 2 Address Copy Address Notes Express Entry

Summary Bill Search Line Search Navigation: Header - Info 1

Return to Maintain Bills

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

javascript:DatePrompt_win2('BI_HDR_INVOICE_DT','BI_HDR_INVOICE_DT\$prompt','450',false);

Internet | Protected Mode: Off

Step	Action
11.	Select a date by clicking on the calendar icon, or type it in the Invoice Date field. Click the Choose a date (Alt+5) button.
12.	Click the Current Date link. Current Date
13.	The billing can be applied back to an open accounting period. <u>The apply back date must be stated in the Accounting field.</u> The Invoice Date field will not apply back the transaction.
14.	Click the Line - Info 1 tab.



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_2/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Customize Page http

Header - Info 1 Line - Info 1

Unit: 12500 Bill To: 937.0 Pretax Amt: -91.27 USD

Invoice: AG0000000076 Real Estate Appraisers, Board of Max Rows: 5

of

Bill Line

Seq	Line	Table	Identifier	Description	Net Extended
1			LEGAL SERVICES		-91.27

Qty: -1.0000 Line Type: REV Accumulate ☒

UOM: From Date: Through Date:

Unit Price: 91.2700 Tax Code: Tax Exempt ☐

Gross Extended: -91.27 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: -91.27

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: -91.27

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

Summary [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 Page Series Prev Next

javascript:submitAction_win2(document.win2,'BI_PB_WRK_ACCT_ENTRY_PB'); Internet | Protected Mode: Off

Start Adjust Entire Bill - Windo... Standard Billing - Win...

Step	Action
15.	Click the Accounting link. Accounting
16.	Do not change the accounting chartfields as they must remain the same for the debit/credit entries to balance.

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_2/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

Unit: 12500 Bill To: 937.0 Pretax Amt: -91.27 USD
 Invoice: AG0000000076 Real Estate Appraisers, Board of Max Rows: 5

Bill Line

Seq	Line	Identifier	Description	Net Extended
1		LEGAL SERVICES		-91.27

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Acctg Information | Reference Information

Code	Account	Oper Unit	Fund	Dept	Program	Class	Project	Percentage	Amount
LEGAL	463017	125	322	1500				100.00	

Percent: 100.00 Amount: -91.27 Gross Extended: -91.27

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

Summary [Bill Search](#) [Line Search](#) Navigation: Acctg - Rev Distribution

Return to Maintain Bills

Save Return to Search Notify Refresh

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

javascript:submitAction_win2(document.win2,'BI_PB_WRK_BI_LINE_NOTES_PB');

Internet | Protected Mode: Off

Start Adjust Entire Bill - Windo... Standard Billing - Win...

Step	Action
17.	Click the Notes link. Notes



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_2/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1 | Line - Note

Unit: 12500 Bill To: 937.0 Pretax Amt: -91.27 USD

Invoice: AG0000000076 Real Estate Appraisers, Board of Max Rows: 5

Seq	Line	Identifier	Description	Net Extended
1			LEGAL SERVICES	-91.27

Bill Line Note

☐ Standard Note Flag Std Note:

☐ Internal Only Flag Note Type:

Note Text

[Go to: Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#)

Navigation: Line - Note

[Return to Maintain Bills](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Add](#) [Update/Display](#)

Header - Info 1 | Line - Info 1 | Line - Note

Step	Action
18.	Enter the desired information into the Note Text field. Enter " CREDIT - INCORRECT AMOUNT. ".
19.	Click the Line - Info 1 tab. <div>Line - Info 1</div>

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_2/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Seq	Line	Table	Identifier	Description	Net Extended
1			LEGAL SERVICES		-91.27

Qty: -1.0000 Line Type: REV ☒ Accumulate

UOM: From Date: Through Date:

Unit Price: 91.2700 Tax Code: ☐ Tax Exempt

Gross Extended: -91.27 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: -91.27

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: -91.27

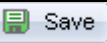
Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

Summary [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 [Page Series](#) [Prev](#) [Next](#)

[Return to Maintain Bills](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Header - Info 1](#) | Line - Info 1

Step	Action
20.	Click the Save button. 



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_2/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Customize Page http

Header - Info 1 Line - Info 1

Unit: 12500 Bill To: 937.0 Pretax Amt: -91.27 USD

Invoice: AG0000000076 Real Estate Appraisers, Board of Max Rows: 5

Bill Line

Seq	Line	Table	Identifier	Description	Net Extended
1			LEGAL SERVICES		-91.27

Qty: -1.0000 Line Type: REV ☒ Accumulate

UOM: From Date: Through Date:

Unit Price: 91.2700 Tax Code: ☐ Tax Exempt

Gross Extended: -91.27 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: -91.27

VAT Amount: 0.00


Tax Amount: 0.00

Net Plus Tax: -91.27

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

Summary [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 Page Series Prev Next

Internet | Protected Mode: Off

Step	Action
21.	<p>The Credit Entire Invoice function opened a new window when it created the credit invoice.</p> <p>Click the Close button.</p> 
22.	<p>The additional Header Info 1 link is the new bill.</p> <p>Note: The previous invoice was the credit amount.</p>

Training Guide

Module 7 - Billing



Adjust Entire Bill - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ADJUST_BILLS.CREATE_ADJ_BILL.GBL?PORTALPAR

Adjust Entire Bill

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Adjust Entire Bill

Unit: 12500 Bill To: 937.0 Invoice Amt: 91.27 USD
 Invoice: 052010.937.0 Real Estate Appraisers, Board of

Select Bill Adjustment Action

- ☒ No Bill Action
- ☐ Credit Entire Bill
- ☐ Credit & Rebill

Adjustment Results

*Credit Bill: AG00000000076 [Header Info 1](#)

Rebill Bill: AG00000000077 [Header Info 1](#)

[Return to Maintain Bills](#)

Save Return to Search Notify Refresh

javascript:submitAction_win0(document.win0,'BI_PB_WRK_BI_HDR_PB2');

Internet | Protected Mode: Off

Start Adjust Entire Bill - Wi...

Step	Action
23.	Click the Header Info 1 link. Header Info 1



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_3/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1

Unit: 12500 Invoice: AG0000000077 Pretax Amt: 91.27 USD

Status: Invoice Date: Curr: USD

*Type: Source: *Frequency: [Installment Bill Schedule](#)
[Recurring Bill Schedule](#)

*Customer: [Address](#) SubCust1:
SubCust2:

Real Estate Appraisers, Board of

Cycle ID: *Invoice Form: From Date: To Date:

Pay Terms: Pay Method: Remit To: Bank Account:

Accounting Account: [AR Distribution](#)

Date: Bill Inquiry Phone:

Sales: Collect: Biller: Billing Authority:

Credit:


Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Express Entry](#) [Page Series](#)

Summary Bill Search Line Search

javascript:pAction_win3(document.win3,'BI_HDR_BILL_STATUS\$prompt');

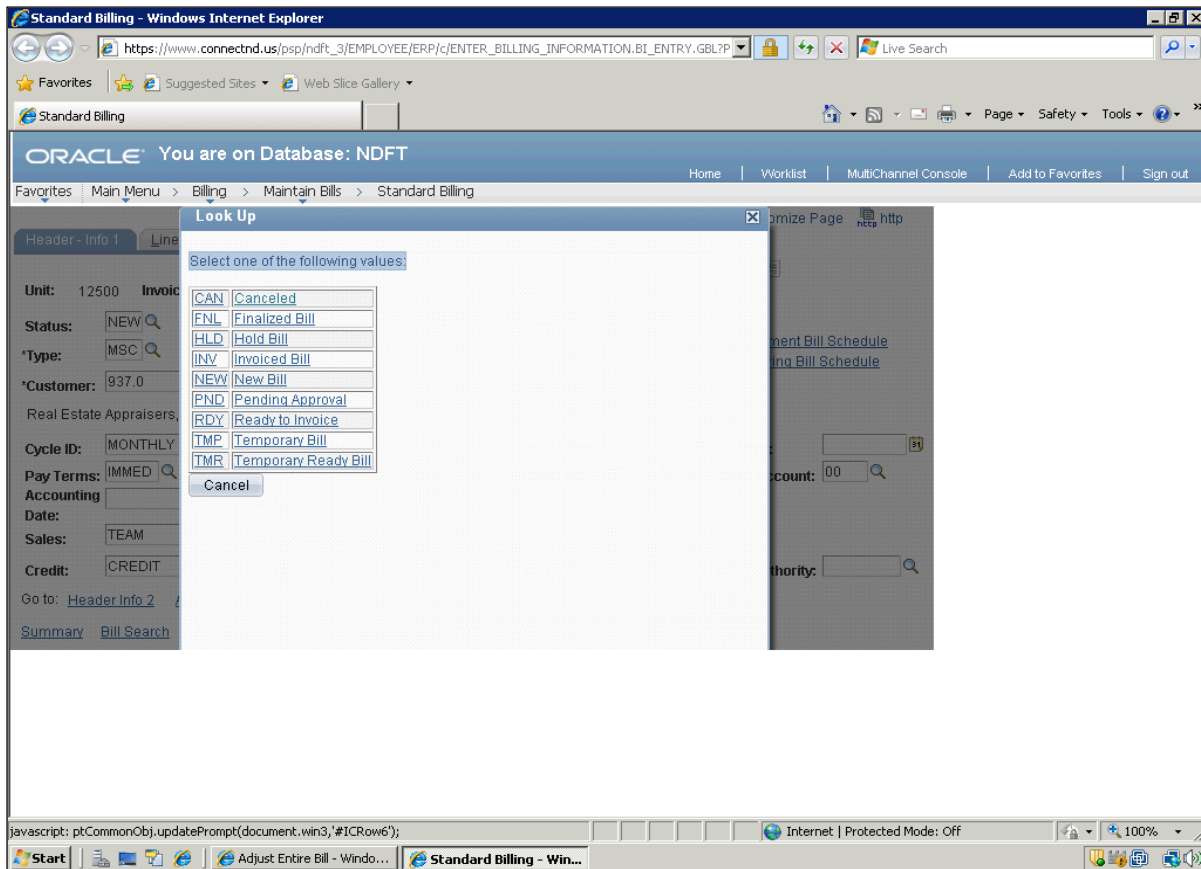
Internet | Protected Mode: Off

Start | Adjust Entire Bill - Windo... | Standard Billing - Win...

Step	Action
24.	<p>Status can be left as NEW or changed to RDY (Ready to Invoice).</p> <p>Note: If left as New, the Bill Status Change (ST 7.5.1) will need to be ran after the bill(s) are saved and before Generating Invoices/Single Action Invoice (ST 7.5.3).</p> <p>Click the Look up Status (Alt+5) button.</p> 

Training Guide

Module 7 - Billing



Step	Action
25.	Click the Ready to Invoice link. <div>RDY Ready to Invoice</div>



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_3/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Buttons: New Window | Help | Customize Page | http

Tabs: Header - Info 1 | Line - Info 1

Unit: 12500 Invoice: AG0000000077 Pretax Amt: 91.27 USD

Status: RDY Invoice Date: Curr: USD

Type: MSC Source: XBILLING Frequency: Once [Installment Bill Schedule](#) [Recurring Bill Schedule](#)

Customer: 937.0 [Address](#) SubCust1: SubCust2:

Real Estate Appraisers, Board of

Cycle ID: MONTHLY Invoice Form: STANDARD From Date: To Date:

Pay Terms: IMMED Pay Method: CHK Remit To: AGO Bank Account: 00

Accounting Account: 124001 [AR Distribution](#)

Date: Bill Inquiry Phone: 701-328-4213

Sales: TEAM Collect: COLLECT Biller: Billing Authority:

Credit: CREDIT


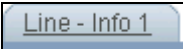
Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Express Entry](#) [Page Series](#)

Summary | Bill Search | Line Search | Header - Info 1

javascript:DatePrompt_win3('BI_HDR_INVOICE_DT','BI_HDR_INVOICE_DT\$prompt','450',false);

Internet | Protected Mode: Off

Start | Adjust Entire Bill - Windo... | Standard Billing - Win...

Step	Action
26.	Select a date by clicking on the calendar icon, or type it in the Invoice Date field. Click the Choose a date (Alt+5) button. 
27.	Click the Current Date link. Current Date
28.	The Accounting field is where you would apply the invoice back to a prior open accounting period, if necessary.
29.	Click the Line - Info 1 tab. 

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_3/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Customize Page http

Header - Info 1 Line - Info 1

Unit: 12500 Bill To: 937.0 Pretax Amt: 91.27 USD

Invoice: AG0000000077 Real Estate Appraisers, Board of Max Rows: 5

Bill Line

Seq	Line	Table	Identifier	Description	Net Extended
1			LEGAL SERVICES		91.27

Qty: 1.0000 Line Type: REV ☒ Accumulate

UOM: From Date: Through Date:

Unit Price: 91.2700 Tax Code: ☐ Tax Exempt

Gross Extended: 1 Exempt Cert:

Less Discount: 0.00


Plus Surcharge: 0.00

Net Extended: 91.27

Done

Internet | Protected Mode: Off

Start Adjust Entire Bill - Windo... Standard Billing - Win...

Step	Action
30.	<p>Since this is a Rebill, you will want to change the amount of the billing. Delete the prior amount and enter a new billed amount.</p> <p>Enter the desired information into the Gross Extended field. Enter "100.00".</p>
31.	<p>By Refreshing the page, the new amount will populate all necessary fields.</p> <p>Click the Refresh button.</p> <p> Refresh</p>
32.	Amounts are changed to reflect the Rebilled invoice.



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_3/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Qty: 1.0000 Line Type: REV ☒ Accumulate

UOM: From Date: Through Date:

Unit Price: 100.0000 Tax Code: ☐ Tax Exempt

Gross Extended: 100.00 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 100.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 100.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 [Page Series](#) [Prev](#) [Next](#)

[Return to Maintain Bills](#)

javascript:submitAction_win3(document.win3,'BI_PB_WRK_ACCT_ENTRY_PB'); Internet | Protected Mode: Off

Start | Adjust Entire Bill - Windo... | Standard Billing - Win...

Step	Action
33.	Click the object. Accounting
34.	Accounting chartfields can be changed on the Rebilled invoice.
35.	Click the object. Notes

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_3/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Customize Page http

Header - Info 1 Line - Info 1 Line - Note

Unit: 12500 Bill To: 937.0 Pretax Amt: 100.00 USD

Invoice: AG0000000077 Real Estate Appraisers, Board of Max Rows: 5

Bill Line

Seq	Line	Identifier	Description	Net Extended
1			LEGAL SERVICES	100.00

Bill Line Note

Find | View All First 1 of 1 Last

☐ Standard Note Flag Std Note:

☐ Internal Only Flag Note Type:

Note Text

Done

Internet | Protected Mode: Off

Start Adjust Entire Bill - Windo... Standard Billing - Win...

Step	Action
36.	Enter the desired information into the Note Text field. Enter " REBILL TO REFLECT ADJUSTED AMOUNT ".
37.	Click the Line - Info 1 tab. <div>Line - Info 1</div>



Training Guide Module 7 - Billing

Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_3/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Less Discount:	0.00
Plus Surcharge:	0.00
<hr/>	
Net Extended:	100.00
VAT Amount:	0.00
Tax Amount:	0.00
<hr/>	
Net Plus Tax:	100.00

Go to: [Line Info 2](#) | [Tax](#) | [Accounting](#) | [Discount/Surcharge](#) | [Notes](#) | [Express Entry](#)

[Summary](#) | [Bill Search](#) | [Line Search](#) | Navigation: Line - Info 1 | [Page Series](#) | [Prev](#) | [Next](#)

[Return to Maintain Bills](#)

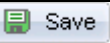
[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

[Header - Info 1](#) | Line - Info 1

Done

Internet | Protected Mode: Off

Start | Adjust Entire Bill - Windo... | Standard Billing - Win...

Step	Action
38.	Click the Save button. 

Training Guide

Module 7 - Billing



Standard Billing - Windows Internet Explorer

https://www.connectnd.us/psp/ndft_3/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?P

Standard Billing

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Customize Page http

Header - Info 1 Line - Info 1

Unit: 12500 Bill To: 937.0 Pretax Amt: 100.00 USD

Invoice: AG0000000077 Real Estate Appraisers, Board of Max Rows: 5

Bill Line

Seq	Line	Table	Identifier	Description	Net Extended
1			LEGAL SERVICES		100.00

Qty: 1.0000 Line Type: REV ☒ Accumulate

UOM: From Date: Through Date:

Unit Price: 100.0000 Tax Code: ☐ Tax Exempt

Gross Extended: 100.00 Exempt Cert:

Less Discount: 0.00


Plus Surcharge: 0.00

Net Extended: 100.00

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/?cmd=logout

Internet | Protected Mode: Off

Start Adjust Entire Bill - Windo... Standard Billing - Win...

Step	Action
39.	<p>The Rebill Invoice function opened a new window when it created the new invoice.</p> <p>Click the Close button.</p> 



Training Guide Module 7 - Billing

Adjust Entire Bill - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ADJUST_BILLS.CREATE_ADJ_BILL.GBL?PORTALPAR

Adjust Entire Bill

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Adjust Entire Bill

Unit: 12500 Bill To: 937.0 Invoice Amt: 91.27 USD
Invoice: 052010.937.0 Real Estate Appraisers, Board of

Select Bill Adjustment Action

- ☒ No Bill Action
- ☐ Credit Entire Bill
- ☐ Credit & Rebill

Adjustment Results

*Credit Bill: AG0000000076 [Header Info 1](#)

Rebill Bill: AG0000000077 [Header Info 1](#)


[Return to Maintain Bills](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/h/?tab=DEFAULT

Internet | Protected Mode: Off

Start | Adjust Entire Bill - Wi...

Step	Action
40.	Click the Home link. 
41.	This topic showed how to Credit an Entire Bill and ReBill. End of Procedure.

Training Guide

Module 7 - Billing



ST 7.6.3 - Online Pending

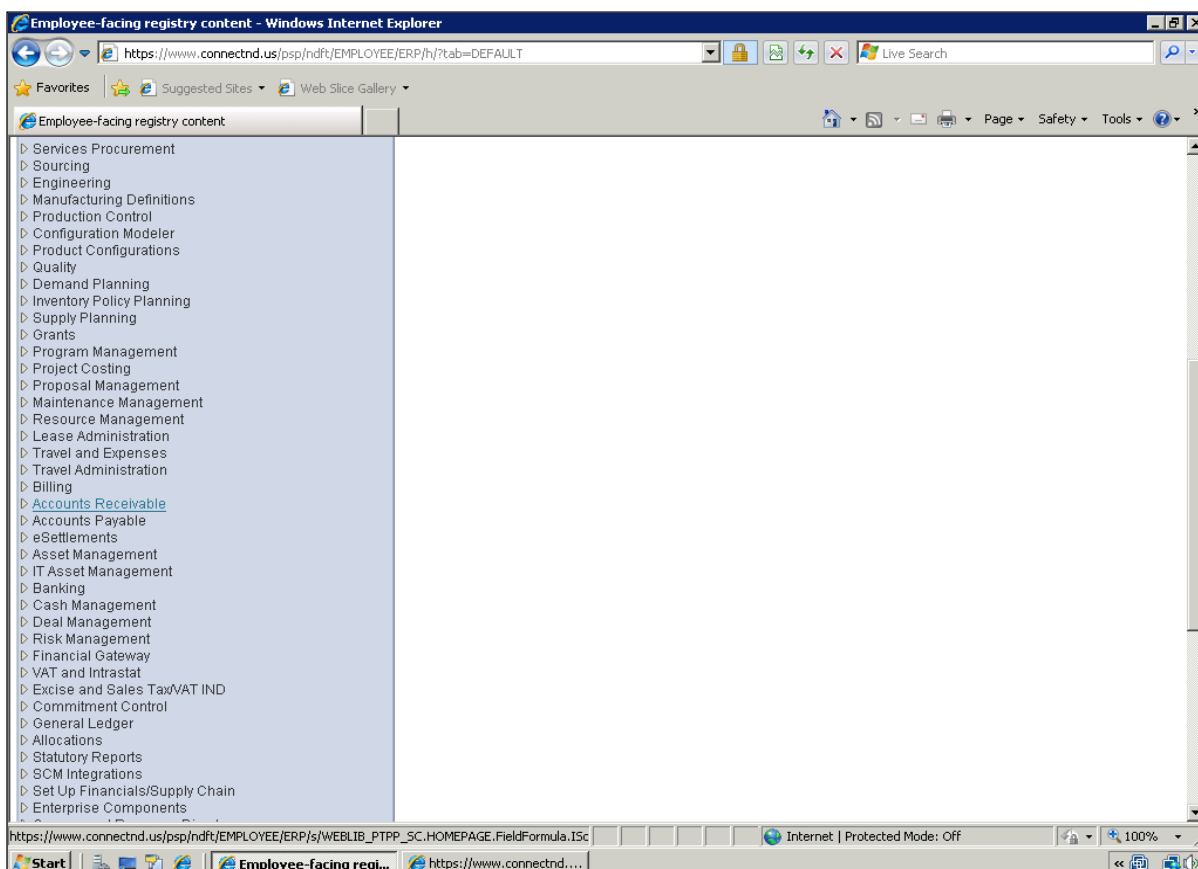
Online Pending

Navigation: Accounts Receivable > Pending Items > Online Items > Group Entry

Pending items can be entered in PeopleSoft through an interface or by online data entry. Entering pending items online is a way to adjust customer balances by utilizing the debit/credit memo method.

Procedure

This topic shows how to create an Online Pending item.





Training Guide Module 7 - Billing

Step	Action
1.	Click the Accounts Receivable link. Accounts Receivable
2.	Click the Pending Items link. Pending Items
3.	Click the Online Items link. Online Items
4.	Click the Group Entry link. Group Entry

Group Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):

Group Unit:

Group ID:

User ID:

Assigned Operator ID:

Origin ID:

Entered Date:

Posting Status:

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)


[Main Content](#)

Step	Action
5.	Click the Add a New Value tab. Add a New Value

Training Guide

Module 7 - Billing



Step	Action
6.	Click the Add button. 
7.	The Accounting Date field on the Group Control page will be the only place to apply back the invoice to a prior open accounting period.

Group Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_RECEIVABLES.ENT_ONLAID_UPDT.GBL?POR

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out



Favorites | Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry



New Window | Help | Customize Page | netp

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit: 12500 Group ID: NEXT

*Accounting Date: 03/10/2011

*Group Type:  Control Currency: 

*Origin ID:  *Format Currency: USD 

Control Totals		Control Data	
Control:	0.00 Count: 0	*Received:	03/10/2011 Entered: 03/10/2011
Entered:	0.00 Count: 1	Posted Date:	
Difference:	0.00 Count: -1	Assign:	LDSHANNON User: LDSHANNON@ND.GOV
Posted:	0.00 Count: 0		

Group Status

Edit Status:	Edited	Accounting Entries:	Not Balanced
Balanced:	No	Posting Action:	Do Not Post
Posting Status:	Not Posted		





Save Notify Add Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

javascript:pAction_win0(document.win0,'GROUP_CONTROL_GROUP_TYPE\$prompt');

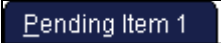
Internet | Protected Mode: Off

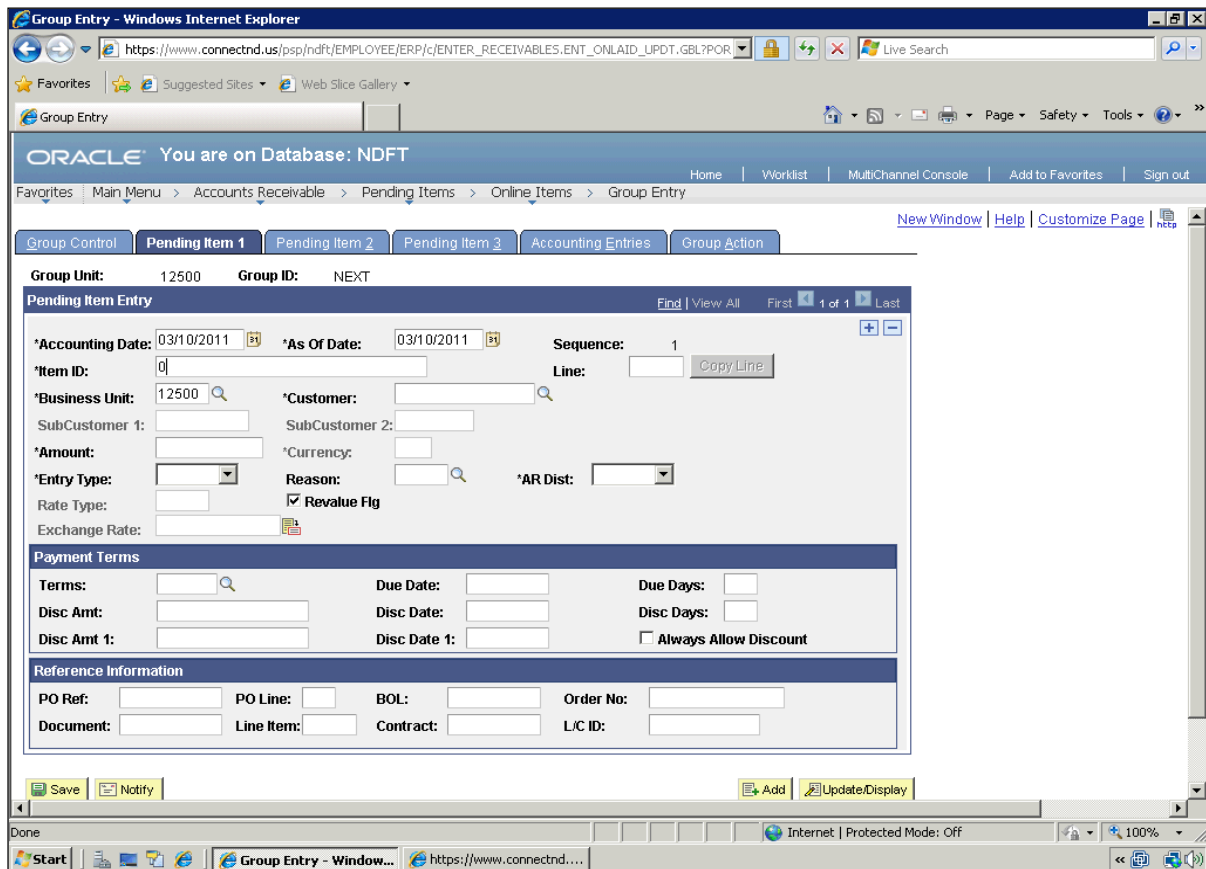
Start | Group Entry - Window... | https://www.connectnd....

Step	Action
8.	Click the Look up Group Type (Alt+5) button. 
9.	Click the Billing link. 
10.	Click the Look up Origin ID (Alt+5) button. 
11.	Click the Online Billing link. 



Training Guide Module 7 - Billing

Step	Action
12.	Enter the desired information into the Control Currency field. Enter " usd ".
13.	Enter the desired information into the Control field. Enter " -54.66 ". Note: This amount can be a debit or credit. It is the TOTAL dollar amount of transactions entered for the pending items.
14.	Enter the desired information into the Count field. Enter " 1 ". The Count will be the TOTAL number of pending items for the Control amount.
15.	Click the Pending Item 1 tab. 



The screenshot displays the Oracle Group Entry web application in a Windows Internet Explorer browser. The page title is "ORACLE You are on Database: NDFT". The breadcrumb navigation shows: Favorites | Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry. The "Pending Item 1" tab is selected in the top navigation bar.

The "Pending Item Entry" form contains the following fields and sections:




- Group Unit:** 12500, **Group ID:** NEXT
- Accounting Date:** 03/10/2011, **As Of Date:** 03/10/2011, **Sequence:** 1
- Item ID:** (empty), **Line:** (empty) [Copy Line]
- Business Unit:** 12500, **Customer:** (empty)
- SubCustomer 1:** (empty), **SubCustomer 2:** (empty)
- Amount:** (empty), **Currency:** (empty)
- Entry Type:** (empty), **Reason:** (empty), **AR Dist:** (empty)
- Rate Type:** (empty), **Revalue Flg:** ☒
- Exchange Rate:** (empty)
- Payment Terms:**
 - Terms:** (empty), **Due Date:** (empty), **Due Days:** (empty)
 - Disc Amt:** (empty), **Disc Date:** (empty), **Disc Days:** (empty)
 - Disc Amt 1:** (empty), **Disc Date 1:** (empty), **Always Allow Discount:** ☐
- Reference Information:**
 - PO Ref:** (empty), **PO Line:** (empty), **BOL:** (empty), **Order No:** (empty)
 - Document:** (empty), **Line Item:** (empty), **Contract:** (empty), **L/C ID:** (empty)

At the bottom of the form, there are buttons for "Save", "Notify", "Add", and "Update/Display". The browser's status bar shows "Done" and "Internet | Protected Mode: Off".

Training Guide

Module 7 - Billing



Step	Action
16.	<p>Enter the desired information into the Item ID field. Enter "012011.908.0".</p> <p>Note: The Item ID must match <i>exactly</i> to the item being adjusted, otherwise it will create additional line items for the customer. If this happens, a Maintenance Worksheet will need to be prepared to offset the accounting entries (ST 7.6.4 - Maintenance Worksheet).</p>
17.	Enter the desired information into the Customer field. Enter " 908.0 ".
18.	<p>If you do not know the Customer number, click on the hour glass.</p> <p>Click the Look up Customer (Alt+5) button.</p> 
19.	<p>Click the Cosmetology, Board of link.</p> 
20.	Enter the desired information into the Amount field. Enter " -54.66 ".
21.	<p>The appropriate Entry Type must be selected for the pending item transaction. These will correspond with the accounting chartfields that were established in the initial Accounts Receivable set up.</p>
22.	<p>Click the Entry Type list.</p> 



Training Guide Module 7 - Billing

Group Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_RECEIVABLES.ENT_ONLAID_UPDT.GBL?POR

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Group Entry

Group Unit: 12500 Group ID: NEXT

Pending Item Entry

Find | View All | First | 1 of 1 | Last

*Accounting Date: 03/10/2011 *As Of Date: 03/10/2011 Sequence: 1

*Item ID: 012011.908.0 Line: Copy Line

*Business Unit: 12500 *Customer: 908.0 Cosmetolog

SubCustomer 1: SubCustomer 2:

*Amount: -54.66 *Currency: USD

*Entry Type: CRLGL Reason: *AR Dist:

Rate Type: ☒ Revalue Flg

Exchange Rate: 1.00000000

Payment Terms

Terms: IMMED Due Date: Due Days:

Disc Amt: Disc Date: Disc Days:

Disc Amt 1: Disc Date 1: ☐ Always Allow Discount

Reference Information

PO Ref: PO Line: BOL: Order No:

Document: Line Item: Contract: L/C ID:

Save Notify Add Update/Display

Internet | Protected Mode: Off

Step	Action
23.	<p>Click the CRLGL list item.</p> <p>Note: CRLGL was selected because the adjustment is crediting a Legal Services billing. These codes were established during the initial set up and they are different for each agency.</p> <p>CRLGL</p>

Training Guide

Module 7 - Billing



Group Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_RECEIVABLES.ENT_ONLAID_UPDT.GBL?POR

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Group Entry

Group Unit: 12500 Group ID: NEXT

Pending Item Entry

*Accounting Date: 03/10/2011 *As Of Date: 03/10/2011 Sequence: 1

*Item ID: 012011.908.0 Line: Copy Line

*Business Unit: 12500 *Customer: 908.0 Cosmetolog

SubCustomer 1: SubCustomer 2:

*Amount: -54.66 *Currency: USD

*Entry Type: CRLGL Reason: *AR Dist: AR

Rate Type: ☒ Revalue Flg

Exchange Rate: 1.00000000

Payment Terms

Terms: IMMED Due Date: Due Days:

Disc Amt: Disc Date: Disc Days:

Disc Amt 1: Disc Date 1: ☐ Always Allow Discount

Reference Information



PO Ref: PO Line: BOL: Order No:

Document: Line Item: Contract: L/C ID:

Save Notify Add Update/Display

Save (Alt+1)

Internet | Protected Mode: Off

Step	Action
24.	Click the Save button. 
25.	Click the Accounting Entries tab. 



Training Guide Module 7 - Billing

Group Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_RECEIVABLES.ENT_ONLAID_UPDT.GBL?POR

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Accounting Entries

Group Unit: 12500 Group ID: 6459

Accounting Entries

Item ID: 012011.908.0 Line: 908.0 Entry Type: CRLGL Reason: SubCust1: SubCust2:

Bus. Unit: 12500 Customer: Amount: -54.66 Currency: USD



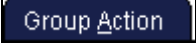
Incomplete Display Totals: Entry

Save Notify Add Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

javascript:submitAction_win0(document.win0,'BALANCE_WRK_CREATE_DST_LINES\$0');

Internet | Protected Mode: Off

Step	Action
26.	Click the Create (lightning bolt icon) button. 
27.	Click the Save button. 
28.	Click the Group Action tab. 

Training Guide

Module 7 - Billing



Group Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_RECEIVABLES.ENT_ONLAID_UPDT.GBL?POR

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Group Entry

Group Unit: 12500 Group ID: 6459

Entered: 03/10/2011 Status: Do Not Post

Group Actions

Balance

Delete Group

Posting Action

Action: Do Not Post OK

Batch Standard

Do Not Post

Post Now

Accounting Entry Actions

Create Entries

Delete Entries

Save Return to Search Notify Main Content Add Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Step	Action
29.	Click the Action list. Do Not Post



Training Guide Module 7 - Billing

Group Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_RECEIVABLES.ENT_ONLAID_UPDT.GBL?POR

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Group Entry

Group Unit: 12500 Group ID: 6459

Entered: 03/10/2011 Status: Do Not Post

Group Actions

- Balance
- Delete Group

Posting Action


Action: Batch Standard OK

Accounting Entry Actions

- Create Entries
- Delete Entries

Save Return to Search Notify Add Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Step	Action
30.	Click the Batch Standard list item. 

Training Guide

Module 7 - Billing



Group Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_RECEIVABLES.ENT_ONLAID_UPDT.GBL?POR

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Group Entry

Group Unit: 12500 Group ID: 6459

Entered: 03/10/2011 Status: Do Not Post

Group Actions

Balance

Delete Group

Posting Action

Action: Batch Standard OK


Accounting Entry Actions

Create Entries

Delete Entries

Save Return to Search Notify Add Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Step	Action
31.	Click the OK button. 
32.	This topic showed how to create an Online Pending item. End of Procedure.



ST 7.6.4 - Maintenance Worksheet

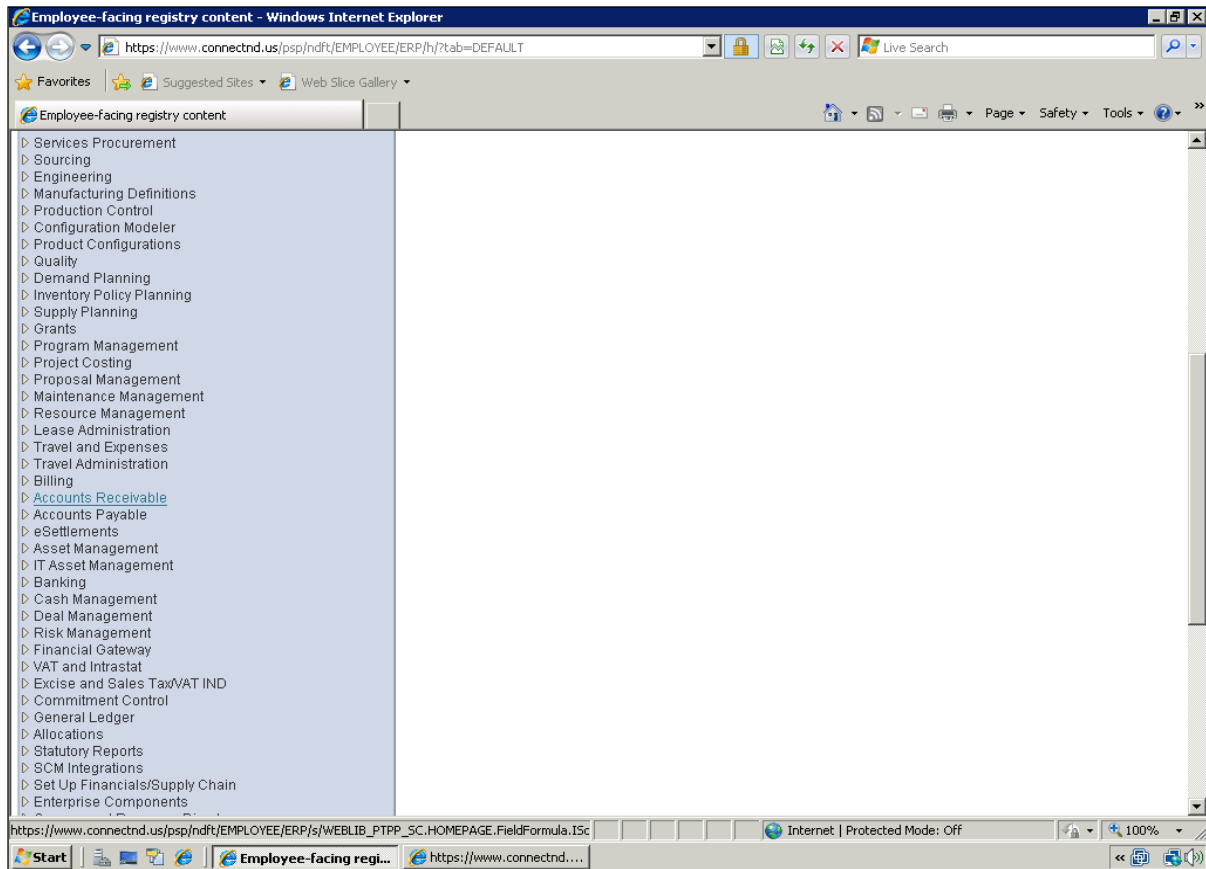
Maintenance Worksheet

Navigation: Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

A Maintenance Worksheet is a workspace for offsetting items, write-offs, or adjustments to clean up posted items. The worksheets can be used to refund an item with a credit balance or to create a new refund item for a credit remaining from maintenance tasks.

Procedure

This topic will show how to create a Maintenance Worksheet to offset the debit and credit for a customer.



Training Guide

Module 7 - Billing



Step	Action
1.	Click the Accounts Receivable link. Accounts Receivable
2.	Click the Receivables Maintenance link. Receivables Maintenance
3.	Click the Maintenance Worksheet link. Maintenance Worksheet
4.	Click the Create Worksheet link. Create Worksheet

Create Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):

Worksheet Business Unit:

Worksheet ID:

User ID:

☐ Case Sensitive


[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
5.	Click the Add a New Value tab. Add a New Value



Training Guide Module 7 - Billing

Step	Action
6.	Click the Add button. 

Worksheet Selection | **Worksheet Matches**

Worksheet Business Unit: 12500 Worksheet ID: NEXT

Customer Criteria

*Customer Criteria: None Customer Reference: Find | View All | First 1 of 1 | Last

Cust ID: [] Business Unit: []

Name: []

Remit SetID: [] Remit From ID: []

Corporate SetID: [] Corporate ID: [] Rate Type: CRRNT

MICR ID: [] Link MICR Accounting Date: 03/15/201

Reference Criteria

*Reference Criteria: None Item Reference: Customize | Find | View All | First 1 of 1 | Last

*Restrict to: All Customers Qual Code: [] Reference: [] To Reference: []



*Match Rule: Exact Match

Anchor Business Unit: []

Item Inclusion Options

☒ All Items ☐ Deduction Items Only ☐ Items in Dispute Only

☐ Exclude Deduction Items ☐ Exclude Collection Items ☐ Exclude Dispute Items

Step	Action
7.	Enter the desired information into the Cust ID field. Enter "947.0".
8.	Click the Look up Cust ID (Alt+5) button. 
9.	Click the Marriage and Family Therapists, Board of link. Marriage and Family Therapists, Board of
10.	Click the Build button. 

Training Guide

Module 7 - Billing



Create Worksheet - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_RECEIVABLES.WS_IDENTIFY_IC.GBL?PC

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

New Window | Help | Customize Page |

Worksheet Application

Unit: 12500 Worksheet ID: 6464 Currency: Accounting Date: 03/15/2011 Reason Code: [Anchor Information](#)

Item Action		Row Selection		Display Control	
Entry Type:	Offset an Item	Reason:	<input type="text"/>	Choice:	Select Range
				Range:	<input type="text"/> Go
				Display:	All Items Go

Item List

Customize | Find | View All | First 1-3 of 3 Last

Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer
1	<input type="checkbox"/>	14.04	USD	012011.947.0				12500	947.0
2	<input type="checkbox"/>	-14.04	USD	AG00000000077				12500	947.0
3	<input type="checkbox"/>	25.00	USD	AG00000000078				12500	947.0

[Add Item](#) [Group View](#)

Balance

Dr: 0.000	Cr: 0.000	Adj: 0.000	Net: 0.000	WO: 0.000	Ref: 0.000
-----------	-----------	------------	------------	-----------	------------

[Worksheet Selection](#) Worksheet Application [Worksheet Action](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Step	Action
11.	Select the Sel option on Line 1 (Seq Nbr).
12.	Select the Sel option on Line 2 (Seq Nbr). This item will offset Line 1.
13.	Click the Refresh button.
14.	Click the Save button.
15.	Click the Worksheet Action link. Worksheet Action
16.	The Worksheet Action tab may only be available at an approver/posting level due to workflow security. If so, the Worksheet Action page will be unavailable and will need to be posted at a higher level.



Training Guide Module 7 - Billing

Create Worksheet - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_RECEIVABLES.WS_IDENTIFY_IC.GBL?PC

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

New Window | Help | Customize Page | neta

Worksheet Action

Unit: 12500 Worksheet ID: 6464 Accounting Date: 03/15/2011

Status: Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
<input type="button" value="Delete Worksheet"/> <input type="button" value="Delete Maintenance Group"/>	Action: <input type="text" value="Do Not Post"/> <input type="button" value="OK"/>	<input type="button" value="Create/Review Entries"/>

[Worksheet Selection](#) [Worksheet Application](#) Worksheet Action

Done

Internet | Protected Mode: Off

100%

Start | Create Worksheet - ... | https://www.connectnd....

Step	Action
17.	Click the Action list. <input type="text" value="Do Not Post"/>

Training Guide

Module 7 - Billing



Create Worksheet - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_RECEIVABLES.WS_IDENTIFY_IC.GBL?PC

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

New Window | Help | Customize Page | NDF

Worksheet Action

Unit: 12500 Worksheet ID: 6464 Accounting Date: 03/15/2011

Status: Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
<p>Delete Worksheet</p> <p>Delete Maintenance Group</p>	<p>Action: Do Not Post OK</p> <p>Batch Standard</p> <p>Do Not Post</p> <p>Post Now</p>	<p>Create/Review Entries</p>

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Notify

Done

Internet | Protected Mode: Off

100%

Start Create Worksheet - ... https://www.connectnd....

Step	Action
18.	Click the Batch Standard list item.
	Batch Standard



Training Guide Module 7 - Billing

Create Worksheet - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_RECEIVABLES.WS_IDENTIFY_IC.GBL?PC

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

New Window | Help | Customize Page | NDFT

Worksheet Action

Unit: 12500 Worksheet ID: 6464 Accounting Date: 03/15/2011

Status: Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
<input type="button" value="Delete Worksheet"/> <input type="button" value="Delete Maintenance Group"/>	Action: <input type="button" value="Batch Standard"/> <input type="button" value="OK"/>	<input type="button" value="Create/Review Entries"/>

Worksheet Selection Worksheet Application Worksheet Action

Done

Internet | Protected Mode: Off

100%

Start | Create Worksheet - ... | https://www.connectnd....

Step	Action
19.	Click the OK button. <input type="button" value="OK"/>
20.	Click the Save button. <input type="button" value="Save"/>
21.	This topic showed how to create a Maintenance Worksheet. End of Procedure.



ST Lesson 7.7 - Inquiry

Inquiry

Customer and billing information can be accessed through basic inquiries. These inquiries can isolate or broaden data as needed.

ST 7.7.1 - Review Invoice Errors

Review Invoice Errors

Navigation: [Billing > Review Processing Results > Review Invoice Errors](#)

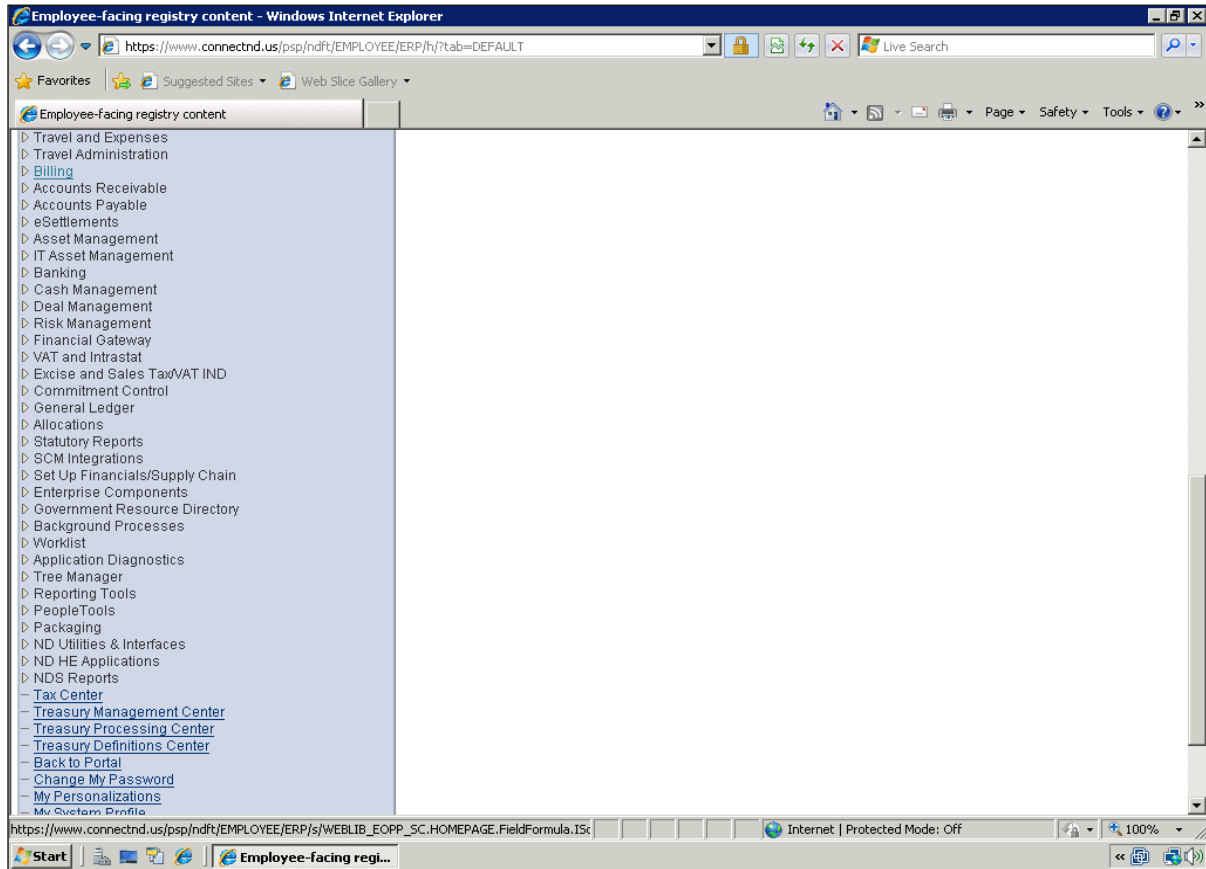
Review Invoice Errors can display errors by Invoice or Error Status.

Procedure

This topic shows how to access Review Invoice Errors.



Training Guide Module 7 - Billing



Step	Action
1.	Click the Billing link. ▶ Billing
2.	Click the Review Processing Results link. Review Processing Results
3.	Click the Review Invoice Errors link. Review Invoice Errors
4.	Enter the Invoice number criteria and click Search to view errors.
5.	This topic showed how to access Review Invoice Errors. End of Procedure.

Training Guide

Module 7 - Billing



ST 7.7.2 - Review Entries by Journal

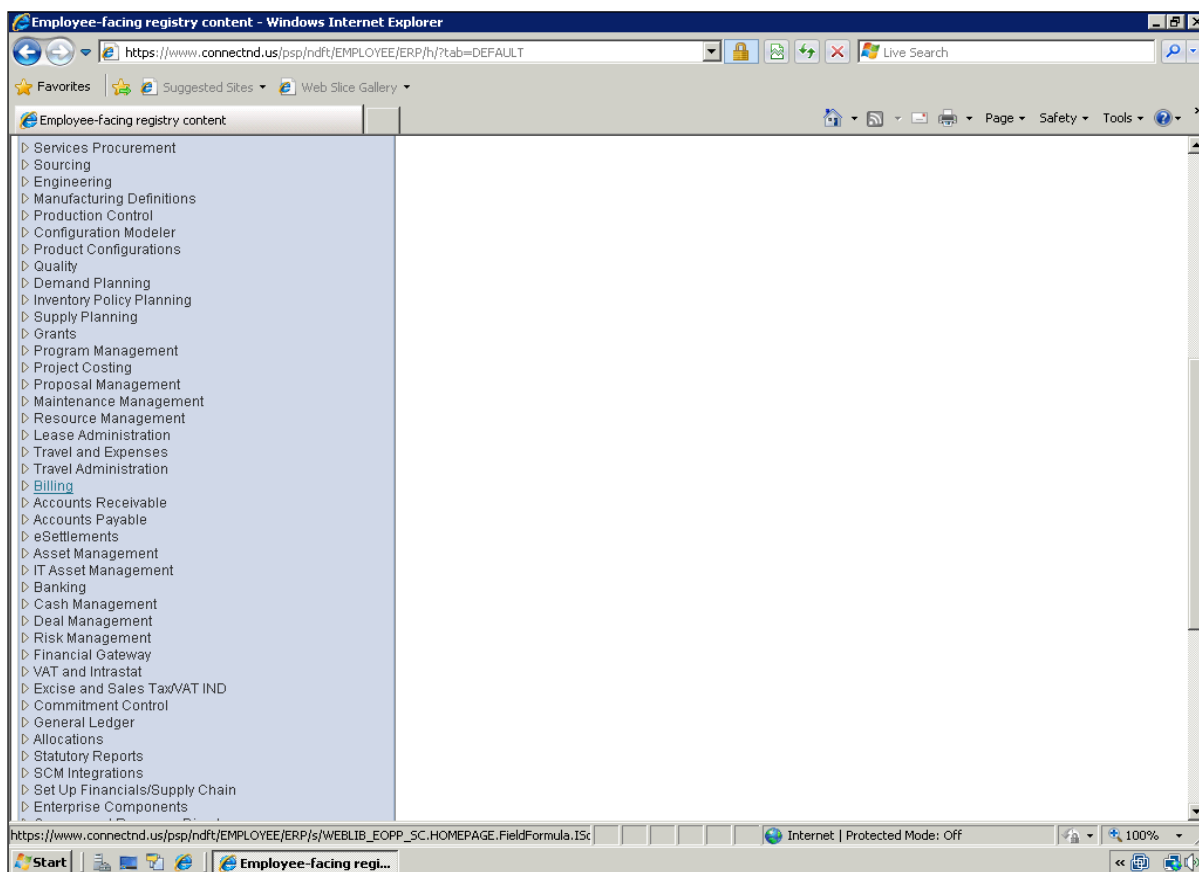
Review Entries by Journal


Navigation: Billing > Review Billing Information > Review Entries by Journal

View accounting entries by General Ledger Journal ID.

Procedure

This topic shows how to Review Entries by Journal.

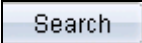


Step	Action
1.	Click the Billing link. 



Training Guide Module 7 - Billing

Step	Action
2.	Click the Review Billing Information link. Review Billing Information
3.	Click the Review Entries by Journal link. Review Entries by Journal

Step	Action
4.	Enter the desired information into the Journal ID field. Enter " BI00931793 ". Note: This ID comes from the posted journal in General Ledger. Navigation: <u>General Ledger > Journals > Journal Entry > Create/Update Journal Entries</u> (Find an Existing Value).
5.	Click the Search button. 

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Step	Action
6.	<p>The Search Results will display the Journal ID and GL Journal Line Number(s) associated with it.</p> <p>Click the 09/13/2010 link.</p> <p>09/13/2010</p>

Step	Action
7.	<p>Click the GL Journal link.</p> <p>GL Journal</p>



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Review Entries by Journal - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MANAGE_BILLING_UTILITIES.BI_ACCT_ENTRY_JRN

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Review Entries by Journal

Journal Header | Journal Lines


Unit: 12500 Journal ID: BI00931793 Journal Date: 09/13/2010

Template List

Line #	Foreign Amount	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	An
1	500.00	124001	125	322							
2	-500.00	463017	125	322	1500						

Save Return to Search Notify

Journal Header | Journal Lines

Step	Action
8.	Click the Journal Header tab. 
9.	This topic showed how to Review Entries by Journal. End of Procedure.



ST Lesson 7.8 - Running Reports/Queries

Running Reports/Queries

Process Scheduler enables you to run reports easily and efficiently at any given time directly to your workstation.

ST 7.8.1 - Listing of AR Bills and Payments Query

Listing of AR Bills and Payments Query

Navigation: [Reporting Tools > Query > Query Viewer](#)

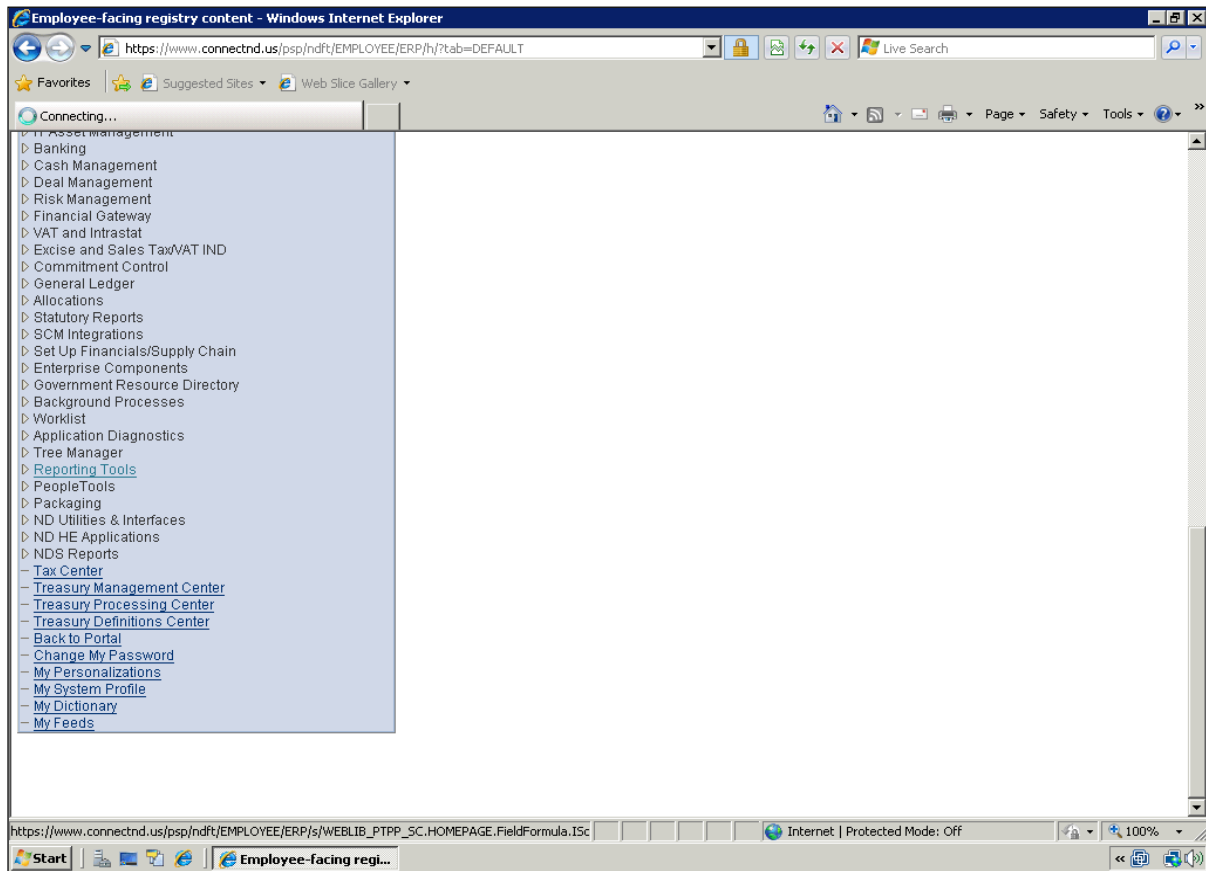
Detailed query for bill and payments analysis.

Procedure

This topic shows how to access Listing of AR Bills and Payments Query.



Training Guide Module 7 - Billing



Step	Action
1.	Click the Reporting Tools link. ▶ Reporting Tools
2.	Click the Query link. Query
3.	Click the Query Viewer link. Query Viewer

Training Guide

Module 7 - Billing



Query Viewer - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/QUERY_MANAGER.QUERY_VIEWER.GBL?PORTALPA

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Query Name | Description | Owner | Folder | HTML | Excel | XML | Schedule | Query Download | Remove

NDS110_ARDEP	OMB IDB Deposit in AR	Public		HTML	Excel	XML	Schedule	Query Download	
NDS125_AR_PAYMENTS	Listing of AR Payments	Public		HTML	Excel	XML	Schedule	Query Download	
NDS125_BILLING_PAYMENT	Listing of AR Bills and Pays	Public		HTML	Excel	XML	Schedule	Query Download	
NDS125_BILLING_PAYMENT_DATE	AR Bills and Pays - Dt Prompt	Public		HTML	Excel	XML	Schedule	Query Download	
NDS201_PROMPT_VENDOR	Voucher Trans - Prompt Vendor	Public		HTML	Excel	XML	Schedule	Query Download	
NDS801_DOT_DEPOSITS	Query for reconciling deposits	Public		HTML	Excel	XML	Schedule	Query Download	
NDSALL_IDBS_PAID	Query to balance IDBs	Public		HTML	Excel	XML	Schedule	Query Download	
NDSALL_JOURNAL_APPROVAL	Journals waiting for approval	Public		HTML	Excel	XML	Schedule	Query Download	
NDSALL_UNPOSTED_GL_JOURNALS	GL Journals Not Posted	Public		HTML	Excel	XML	Schedule	Query Download	
NDS_ELM_AP_DTL	Detail for A/P IDB Vouchers	Public		HTML	Excel	XML	Schedule	Query Download	
NDS_ELM_OPEN_ITEM_KEY_DTL	Open Item Key by BU and Date	Public		HTML	Excel	XML	Schedule	Query Download	
NDS_GL01	Itemized Transaction Register	Public		HTML	Excel	XML	Schedule	Query Download	
NDS_GL08	Fund Balances - State Wide	Public		HTML	Excel	XML	Schedule	Query Download	
OMB_AP_JRNL_AP_VOUCHER	AP Journal to AP Vouchers	Public		HTML	Excel	XML	Schedule	Query Download	
OMB_AP_PENDING_IDBS	IDBs approved but not bdgt chk	Public		HTML	Excel	XML	Schedule	Query Download	
OMB_AR_POSTING_INFO	Journal, deposit, payment, etc	Public		HTML	Excel	XML	Schedule	Query Download	
OMB_FINAL_VOUCHER_APPROVERS	Returns approval info for vchr	Public		HTML	Excel	XML	Schedule	Query Download	
OMB_IDB_GE_VERIFICATION	Check Payment Method for IDBs	Public		HTML	Excel	XML	Schedule	Query Download	
OMB_JRNL_ERRORS	Jrnl Errors	Public		HTML	Excel	XML	Schedule	Query Download	

javascript:submitAction_win0(document,win0,'QRYRUNEXCEL2\$3');

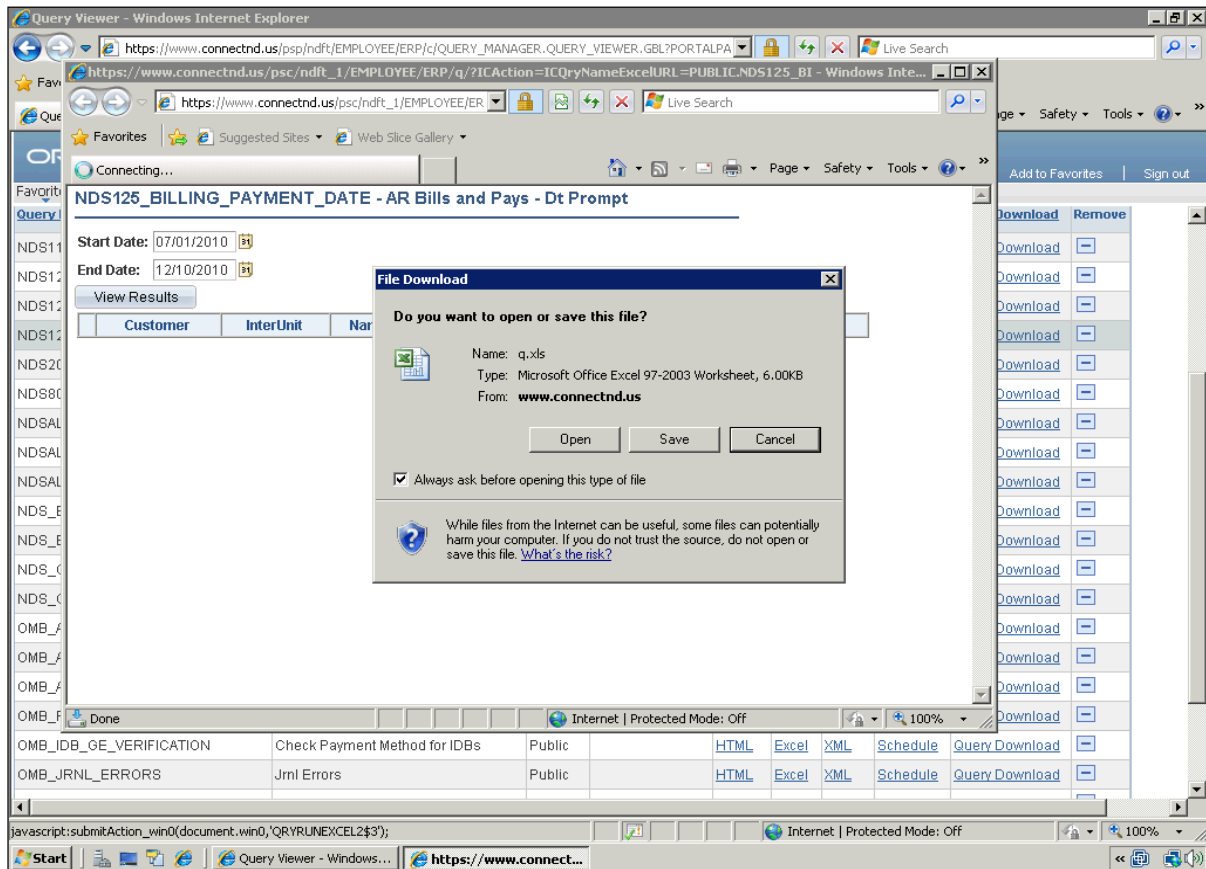
Internet | Protected Mode: Off


100%

Step	Action
4.	Click the Excel link. Note: The query results can run to HTML or Excel format. Excel
5.	Select the date criteria by entering it in the Start Date field, or by clicking on the Calendar icon. Click the 1 link. 1
6.	Select the date criteria by entering it in the End Date field, or by clicking on the Calendar icon. Click the Current Date link. Current Date
7.	Click the View Results button. View Results



Training Guide Module 7 - Billing



Step	Action
8.	<p>The File Download textbox will prompt "Do you want to open or save this file?"</p> <p>Click the Open button.</p> 
9.	The AR Bills and Payments Query results are in Excel format.
10.	<p>This topic showed how to access the Listing of AR Bills and Payments Query.</p> <p>End of Procedure.</p>

Training Guide

Module 7 - Billing



ST 7.8.2 - Customers by Unit Report

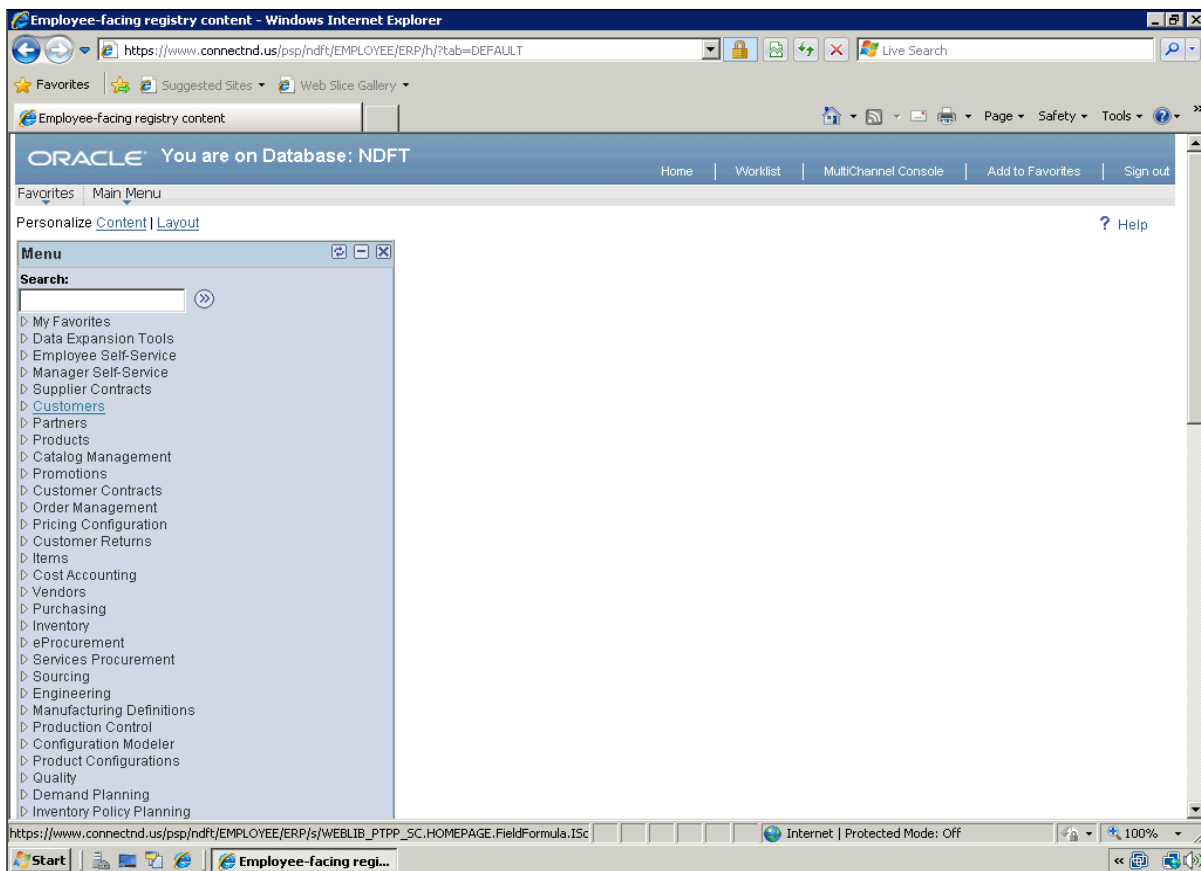
Customers by Unit Report


Navigation: Customers > Reports > Customers by Unit

Customer listing report by agency. This report has sort options such as: Customer Status, Customer Type, Sort by Customer Name, Number and Type.

Procedure

This topic shows how to run the Customers by Unit Report.



Step	Action
1.	Click the Customers link. 



Training Guide Module 7 - Billing


Step	Action
2.	Click the Reports link. Reports
3.	Click the Customers by Unit link. Customers by Unit

Step	Action
4.	Click the Add a New Value tab. Add a New Value

Training Guide

Module 7 - Billing



Step	Action
5.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.</p>
6.	<p>Enter the desired information into the Run Control ID field.</p> <p>Enter "CUSTOMERS_BY_UNIT".</p>
7.	<p>Click the Add button.</p> 
8.	<p>The Customer Status and Customer Type fields should be <u>All</u>. This sort parameter will list all customers associated with the business unit.</p>



Training Guide Module 7 - Billing

Customers by Unit - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.RUN_AR31002.GBL?PORT#

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Customers by Unit

Run Control ID: CUSTOMERS_BY_UNIT [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Unit: 12500 Attorney Generals Office

Customer Status: All Active and Inactive

Customer Type: All All

Credit Analyst:

Sales Person:

Collector:








Sort Option: Sort by Customer Name

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

javascript:pAction_win0(document.win0,'RUN_CNTL_CUST_CR_ANALYST\$prompt');

Internet | Protected Mode: Off

Start Customers by Unit - ...

Step	Action
9.	Click the Look up Credit Analyst (Alt+5) button. 
10.	Click the CREDIT link. 
11.	Click the Look up Sales Person (Alt+5) button. 
12.	Click the TEAM link. 
13.	Click the Look up Collector (Alt+5) button. 
14.	Click the COLLECT link. 
15.	Click the Run button. 

Training Guide

Module 7 - Billing



Customers by Unit - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.RUN_AR31002.GBL?PORT4

Customers by Unit

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process Scheduler Request

User ID: LDSHANNON@ND.GOV Run Control ID: CUSTOMERS_BY_UNIT

Server Name: Run Date: 12/10/2010

Recurrence: Run Time: 3:10:27PM

Time Zone:

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Business Unit Customers	AR31002	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
16.	Click the OK button.
	OK



Training Guide Module 7 - Billing

Customers by Unit - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.RUN_AR31002.GBL?PORT#

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Customers by Unit

Run Control ID: CUSTOMERS_BY_UNIT [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 5722345

Report Request Parameters

Unit: 12500 Attorney Generals Office

Customer Status: All Active and Inactive

Customer Type: All All

Credit Analyst: CREDIT Credit

Sales Person: TEAM

Collector: COLLECT Collector

Sort Option: Sort by Customer Name

Save Notify Add Update/Display

Step	Action
17.	Click the Process Monitor link. Process Monitor

Training Guide

Module 7 - Billing



Customers by Unit - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.RUN_AR31002.GBL?PORT4

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process List | Server List

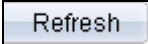

View Process Request For

User ID: LDSHANNON@ND.GOV Type: Last 90 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5722345		SQR Report	AR31002	LDSHANNON@ND.GOV	12/10/2010 3:10:27PM CST	Queued	N/A	Details
<input type="checkbox"/>	5722316		SQR Report	AR30003	LDSHANNON@ND.GOV	12/10/2010 9:54:35AM CST	Success	Posted	Details
<input type="checkbox"/>	5722294		PSJob	NDSBJ10	LDSHANNON@ND.GOV	12/10/2010 8:58:06AM CST	Success	Posted	Details
<input type="checkbox"/>	5722281		PSJob	NDSBJ03	LDSHANNON@ND.GOV	12/10/2010 8:29:19AM CST	Success	Posted	Details
<input type="checkbox"/>	5722249		PSJob	NDSBJ10	LDSHANNON@ND.GOV	12/09/2010 3:10:25PM CST	Success	Posted	Details
<input type="checkbox"/>	5722248		SQR Report	BIIVCSTS	LDSHANNON@ND.GOV	12/09/2010 3:00:44PM CST	Success	Posted	Details
<input type="checkbox"/>	5722246		Crystal	BIIFD001	LDSHANNON@ND.GOV	12/09/2010 2:46:24PM CST	Success	Posted	Details
<input type="checkbox"/>	5722243		Application Engine	BIIF0001	LDSHANNON@ND.GOV	12/09/2010 2:26:47PM CST	Success	Posted	Details
<input type="checkbox"/>	5722240		Application Engine	NDS_INTFC_BI	LDSHANNON@ND.GOV	12/09/2010 2:04:40PM CST	Success	Posted	Details
<input type="checkbox"/>	5721938		Crystal	GLC7501-	LDSHANNON@ND.GOV	12/03/2010 3:19:06PM CST	Success	Posted	Details
<input type="checkbox"/>	5721937		Crystal	GLC7501-	LDSHANNON@ND.GOV	12/03/2010 2:59:36PM CST	Success	Posted	Details
<input type="checkbox"/>	5721906		SQR Report	GLS7012	LDSHANNON@ND.GOV	12/03/2010 9:28:26AM CST	Success	Posted	Details

Step	Action
18.	Click the Refresh button. 
19.	Click the Details link. 



Training Guide Module 7 - Billing

Step	Action
20.	Click the View Log/Trace link. View Log/Trace

Training Guide

Module 7 - Billing



Customers by Unit - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.RUN_AR31002.GBL?PORT4

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

View Log/Trace

Report

Report ID: 4197209 Process Instance: 5722345 [Message Log](#)

Name: AR31002 Process Type: SQR Report

Run Status: Success

Business Unit Customers

Distribution Details

Distribution Node: NT Expiration Date: 02/08/2011

File List

Name	File Size (bytes)	Datetime Created
AR31002_5722345.PDF	22,415	12/10/2010 3:11:00.183000PM CST
AR31002_5722345.0URL	0	12/10/2010 3:11:00.183000PM CST
SQR_AR31002_5722345.log	1,701	12/10/2010 3:11:00.183000PM CST

Distribute To

Distribution ID Type	*Distribution ID
User	LDSHANNON@ND.GOV

Return

https://www.connectnd.us/psreports/ndft/4197209/AR31002_5722345.PDF

Internet | Protected Mode: Off

Start | Customers by Unit - ...

Step	Action
21.	Click the PDF file. AR31002_5722345.PDF
22.	This topic showed how to run the Customers by Unit Report. End of Procedure.